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**AIRCREW STANDARDIZATION
EVALUATION PROGRAM**

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This instruction implements AFD 10-9, Lead Operating Command Weapon System Management; AFD 11-2, Aircraft Rules and Procedures; and AFD 11-4, Aviation Service. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor a stan/eval program. It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to

commanders, operations supervisors and aircrew personnel assigned or attached to all flying activities of these commands. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. Units will supplement this instruction (see **Chapter 2**). MAJCOMs, FOAs and DRUs will coordinate their supplement to this instruction with HQ USAF/A3O-AT before publication and forward one copy to HQ USAF/A3O-AT after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with stan/eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, Recommendation for Change of Publication, through stan/eval channels, to HQ USAF/A3O-AT, 1480 Air Force Pentagon, Washington DC 20330-1480.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>.

(ACC) AFI 11-202V2, 8 December 2006, is supplemented as follows. This supplement provides information and instructions for ACC Aircrew Standardization/Evaluation Program. This supplement also provides for use of ACC Form 8a, *Flight Evaluation Checklist*; ACC Form 109, *Flight Crew Information File Review*; ACC Form 168, *In-flight Supplementary Evaluation Record*; ACC Form 180, *Temporary Flight Evaluation Certificate*; ACC Form 181, AF Form 8 *Suspense Record*; and ACC Form 190, *Examination Answer Sheet*. This supplement applies to Air Combat Command (ACC), Air National Guard (ANG) and Air Force Reserve Command (AFRC) units under ACC oversight. The term MAJCOM, used throughout this supplement refers to ACC for ACC units and AFRC for their units. For the purposes of this supplement, the ANG is considered a MAJCOM and will coordinate with the National Guard Bureau (NGB). This supplement also applies to members of other commands, direct reporting units (DRUs), and field operating agencies (FOA) (assigned and attached) when performing crew duties in ACC aircraft and under ACC oversight (ANG/AFRC). The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Maintain official records in accordance with AFMAN 37-123 (to be AFMAN 33-363), *Management of Records*, and dispose of them in accordance with the AF Records Disposition Schedule (RDS) found at <https://afrims.amc.af.mil>. Contact supporting records managers as required for approval. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, through channels, to HQ ACC/A3TV, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789.

(SEYMOURJOHNSONAFB) AFI 11-202V2_ACCSUP_SEYMOURJOHNSONAFBSUP is supplemented as follows: Provides expanded guidance regarding 4th Operations Group Aircrew Standardization/Evaluation Program management. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This interim change updates office symbols to reflect current HQ USAF structure, adds AF/A3O-A responsibilities, adds AFI 11-202 Vol 1 reference to discussion on loss of qualification due to loss of currency ([paragraph 5.2.3.2.2](#)), adds guidance for documenting requisites required for rechecks ([paragraph 5.2.7.3.2](#)), standardizes recheck completion dates ([paragraph 5.2.13.1](#)) and reexamination periods ([paragraph 6.4.6.2](#)), revises guidance pertaining to FEF reviews ([paragraph 7.9.4.3](#)), updates guidance for recording flight surgeon examinations ([paragraph 8.2.7.2](#)), updates guidance for documenting flight surgeon qualifications ([paragraph 5.2.18.2](#)), corrects administrative errors in text and in [Figure A3.4](#), [Figure A3.11](#), and [Figure A3.12](#), and replaces [Figure A6.1](#) with current example. A bar (|) indicates a revision from the previous edition.

(ACC) This document is substantially revised and must be completely reviewed. This revision aligns this supplement with AFI 11-202V2, 8 December 2006; changes HQ ACC/DOTV to HQ ACC/A3TV in multiple paragraphs; changes HQ ACC/DOG to HQ ACC/A3G in multiple paragraphs; removes all references to "ACC-gained;" changes HQ AFRC/DOV to HQ AFRC/A3V in multiple paragraphs; and standardizes reference locations. The term *Addenda* has been changed to *supplement* throughout this document. The following is a synopsis of changed requirements set forth in this revision: 2.3.2.14. Defines evaluators for HHQ FE evals, 2.3.2.15. Defines who evaluates HHQ FEs, 2.5. formal inspection planning requirements, 2.5.1. Revised timeline for unit formal visits, 2.5.2.5. Define evaluated time period covered by visits, Figure 2.2. Added Q-1/Debriefed category to OGV/SQ inspection ratings, 2.5.4.5. all FEs may get objectivity eval during formal visit, 2.5.4.6. define formal visit MQF testing and pubs checks, 2.5.4.8.3. reporting status of formal visit findings and recommendations, 2.5.7. revised HHQ limited notice inspections, 3.2.2.4.4. Corrective actions for trends must be verified prior to closeout, 3.2.2.11.1 Unit Supplement publishing guidance, 3.2.2.12.2 OGV monitor FE's first evaluation, 3.2.2.12.3. FE objectivity required within nine months of certification, 3.2.2.13. Defines OGV oversight of evaluation management, 3.2.2.14 Units must establish no-notice evaluation goals, 3.2.3.3. Clarification of OGV manning, 3.2.3.4. OG/CC structures Stan/Eval organization and manning as required, 3.2.3.4.1 OGV additional staff defined, 3.2.3.4.2. Associate unit OGV integration, 3.2.4. Directs pyramid evaluation structure, 3.3.2. Defines SQ Stan/Eval duties, 3.3.3.2. Additional duty FE defined, 3.3.3.2.2. FE authorizations defined, 3.3.3.3.1. Award of Q-Prefix restricted to Stan/Eval billets, 4.3.3.

Updated FE BMC guidance, 4.3.6.11. Evaluators flying as other than FE's to report deviations/deficiencies, 4.3.8. Requires associate unit cross component evaluation coordination, 4.4.2. Non-Instructor Senior Evaluators will not evaluate unqualified aircrews, 5.2.1. Deleted specific MDS sim evaluation guidance, 5.3.8. Requirement to evaluate unusual attitudes, 6.3.1. Use of PEX is required for program management, 6.3.2. PEX as program of record for Stan/Eval, 6.5.2. defines who is responsible for grading CAPs exams, 7.3.6. signature requirements/routing for reviewing/approving officers, 7.3.6.2.1.1. Form 8 reviewing/approving official hierarchy required, 7.3.7.3. defines case for additional remarks, 7.3.7.6. requirement for OG/CC review of Q3, 7.6. and 7.7.1.2.3. directions on documenting special certifications, 7.8. units not required to maintain FEF for some TDY FTU students, 7.8.5. unit included in signature block, 8.2.1. considerations for Flight Surgeon testing, 9.1.2.2.1.2. removes FCIF quarterly from part B, Table 9.3 add AFI 33-360 *Publications and Forms Management* and ATP-56(B), A10, note 4 better define backup requirements, Abbreviations, add BRI.

(SEYMOURJOHNSONAFB) This document is substantially revised and must be completely reviewed. This revision aligns this supplement with AFI 11-202V2_ACC_I dated 10 December 2007. The term *Addenda* has been changed to *Supplement* throughout this document. Major change include: **3.2.2.2.2 (Added)** Defines the month that DOVs will conduct FEF reviews, **3.2.2.4.3.1 (Added)** Establishes procedures for FTU squadrons to track and report student testing trend data, **3.2.2.6.2.1 (Added)** Adds further organizations invited to attend the Semi-Annual Stan/Eval Board, **3.2.4.1.1 (Added)** Restricts OGV FEs who have not attended a formal instructor course from evaluating Formal Course Students, **4.2.5.1 (Added)** defines 4 OG Flight Examiner Upgrade program, **5.2.1.5.2.1 (Added)** defines rear cockpit landing evaluation requirements, **5.2.3.3.4 (Added)** adds requirement for DOVs to produce No-Notice nominations for Commander review each quarter, **5.2.7.1.1 (Added)** establishes 4 OG goals for requisite and flight completion months, **5.2.11.3.4 (Added)** defines evaluation debrief procedures for Flight Examiners, **6.3.4.1 (Added)** defines MQF/SQB review procedures for OGV, **6.4.1.2.1 (Added)** Defines 4 OG/OGV testing program, **7.3.2.5** Mandates the use of PEX as Form 8 generation software **7.3.6.2.3.7 (Added)** Defines how Det 15 and Det 3 personnel will have Forms 8 routed, **7.3.7.6 (Added)** outlines Form 8 additional review procedures, **7.9.4.3.1 (Added)** defines periodic review procedures, **7.9.6.3 (Added)** specifies FEF out-processing procedures, **7.9.6.4 (Added)** specifies FEF disposition during unit/individual deployments, **9.1.2.2.1.3 (Added)** outlines OGV procedures for FCIF part B message handling, **9.1.3.2.6 (Added)** deletes use of Volume V of FCIF library in 4 OG, **9.3.1.5 (Added)** specifies DNIF aircrew tracking procedures, **9.3.4 (Added)** defines Go/No-Go verification procedures, **9.8 (Added)** defines unit FMCO program, **9.8.4 (Added)** Specifies that the aircrew's personal copy of the T.O. 1F-15E-1 will be maintained on the OGV CoP, **9.9 (Added)** defines unit AF Form 847 program.

(SEYMOURJOHNSONAFB) Attachment 13—(Added-SJAFB) FLIGHT EXAMINER UPGRADE CHECKLIST

(SEYMOURJOHNSONAFB) Attachment 14—(Added-SJAFB) FLIGHT EXAMINER UPGRADE PROGRAM WAIVER

(SEYMOURJOHNSONAFB) Attachment 15 —(Added-SJAFB) UNSATISFACTORY TESTING

(SEYMOURJOHNSONAFB) PERFORMANCE/ADDITIONAL TRAINING LETTER**(SEYMOURJOHNSONAFB) Attachment 16—(Added-SJAFB) VISITING AIRCREW CHECKLIST**

Chapter 1—PURPOSE	8
1.1. Aircrew Standardization/Evaluation Program.	8
1.2. Objectives.	8
1.3. Waiver Authority.	8
Chapter 2—HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION	9
2.1. Scope.	9
2.2. Air Staff.	9
2.3. Major Commands.	9
2.4. Numbered Air Forces.	11
2.5. Stan/Eval Visits.	12
Table 2.1. (Added-ACC) Stan/Eval Written Examination Rating Criteria.	16
Figure 2.1. (Added-ACC) Stan/Eval Formal Visit Report (1 of 2).	17
Chapter 3—UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION	20
3.1. Scope.	20
3.2. Operations Group.	20
3.2. (ACC) Operations Group.	20
Table 3.1. (Added-ACC) Pyramid Evaluation Structure.	24
3.3. Squadron.	25
Table 3.2. (Added-ACC) (NA AFRC/ANG) FE(s)/Crew(member)s Guideline.	26
Chapter 4—FLIGHT EXAMINERS	28
4.1. General.	28
4.2. Selection.	28
4.3. Functions.	28
4.4. Senior Flight Examiner Program.	29
4.5. Requirement.	30
Chapter 5—EVALUATIONS	31
5.1. General.	31
5.2. Aircrew Qualification Evaluations.	31

5.3.	Emergency Procedures Evaluations.	46
5.4.	Supplementary Evaluations.	47
Chapter 6—AIRCREW EXAMINATION PROGRAM		49
6.1.	Purpose.	49
6.2.	Scope.	49
6.3.	Administrative Procedures.	49
6.4.	Requisite Examinations.	50
6.5.	Unit Periodic Examinations (optional).	54
6.6.	(Added-SJAFB) Flight Examiner Test.	55
Chapter 7—DOCUMENTATION		56
7.1.	Scope.	56
7.2.	Qualifications and Certifications.	56
7.2.	(ACC) Qualifications and Certifications.	56
7.3.	AF Form 8, Certificate of Aircrew Qualification.	56
Table 7.1.	(Added-ACC) Form 8 Reviewing/Approving Officers.	61
Figure 7.1.	(Section IV, Comments block).	65
7.4.	AF Form 8a, Certificate of Aircrew Qualification (Multiple Aircraft).	67
7.5.	Commander-Directed Downgrade.	75
Figure 7.2.	Commander-Directed Downgrade (non-flying-related cases).	77
Figure 7.3.	Commander-Directed Downgrade (flying-related cases, intermediate level of restriction).	77
Figure 7.4.	Commander-Directed Downgrade (flying-related cases, unqualified status).	78
7.6.	AF Form 1381, USAF Certification of Air Crew Training.	79
7.6.	(ACC) AF Form 1381, USAF Certification of Aircrew Training.	79
7.7.	AF Form 4348, USAF Aircrew Certifications.	82
7.8.	AF Form 942, Record of Evaluation.	85
7.9.	Flight Evaluation Folders	86
Chapter 8—SPECIALIZED AIRCREW PROCEDURES		92
8.1.	Purpose	92
8.2.	Flight Surgeon.	92
8.3.	Non-Rated Aircrew.	95
8.4.	PJ and CRO Additional Procedures	97
Chapter 9—ADDITIONAL PROGRAMS		98

9.1.	Flight Crew Information File	98
Table 9.1.	Required Volumes.	98
Table 9.2.	Volume II Mandatory Publications.	101
Table 9.2.	(ACC) Volume II Mandatory Publications.	101
Table 9.3.	(Added-ACC) Volume VI Appropriate Publications.	102
9.2.	Flight Related Special Interest Item (SII).	103
9.3.	Go/No-Go Procedures	104
9.4.	Electronic Data Storage	105
9.5.	(Added-SJAFB) Aircrew Flight Manuals Program.	105
9.6.	(Added-SJAFB) 847 Program.	106
9.7.	Adopted Forms.	106
9.8.	Prescribed Forms.	106
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		108
Attachment 2—STAN/EVAL BOARD MINUTES		118
Attachment 3—SAMPLE AF FORMS 8		120
Attachment 4—SAMPLE AF FORMS 8A		157
Attachment 5—SAMPLE AF FORM 942		168
Attachment 6—SAMPLE AF FORM 1381		170
Attachment 7—SAMPLE AF FORMS 4348		172
Attachment 8—FLIGHT CREW INFORMATION FILE TEMPLATE		175
Attachment 9—RECOMMENDING CHANGES TO AF PUBLICATIONS		176
ATTACHMENT 10—(Added-ACC) BRIEFING FACILITIES GUIDANCE		178
ATTACHMENT 11—(Added-ACC) FE OBJECTIVITY EVALUATION GRADING CRITERIA		181
ATTACHMENT 12—(Added-ACC) UNIT SUPPLEMENT		184
Attachment 13—(Added-SJAFB) FLIGHT EXAMINER UPGRADE CHECKLIST		185
Attachment 14—(Added-SJAFB) FLIGHT EXAMINER UPGRADE PROGRAM WAIVER		186
Attachment 15—(Added-SJAFB) UNSATISFACTORY TESTING PERFORMANCE/ADDITIONAL TRAINING LETTER		188
Attachment 16—(Added-SJAFB) VISITING AIRCREW CHECKLIST		190

Chapter 1

PURPOSE

1.1. Aircrew Standardization/Evaluation Program. The purpose of the aircrew stan/eval program is to provide commanders a tool to validate mission readiness and the effectiveness of unit flying, including documentation of individual aircrew member qualifications and capabilities.

1.1.1. As defined in AFPD 11-4, aircrew includes the total complement of rated (pilots, navigators, air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated specialized aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. Includes members in initial formal training for immediate assignment to an authorized operational flying position.

1.2. Objectives. Specific program objectives are to:

1.2.1. Provide a system to assess and document individual aircrew proficiency and capability to accomplish assigned flying duties.

1.2.2. Develop and ensure standardization of operational procedures for weapon system employment.

1.2.3. Ensure compliance with appropriate operational, training, and administrative directives.

1.2.4. Evaluate and revise operational directives, procedures, and techniques as required.

1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

1.2.6. **(Added-SJAFB)** To provide feedback to the 4 OG Commander reflecting the Group's ability to conduct its primary assigned missions.

1.2.7. **(Added-SJAFB)** To standardize flying operations and periodic evaluations within the 4 OG.

1.3. Waiver Authority. Unless otherwise specified in this instruction, HQ USAF/A3O-A is the waiver authority for this instruction. Request waivers to the basic guidance in this instruction through applicable stan/eval channels to MAJCOM/Director of Operations (A3), or equivalent level. MAJCOM/A3s will forward request in message or memo format to HQ USAF/A3O-A, with info copy to HQ USAF/A3O-AT. Waiver authority for supplemental guidance will be as specified in the supplement.

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

2.1. Scope. Higher Headquarters (HHQ) includes Air Staff, MAJCOM and NAF stan/eval functions for the purposes of this instruction.

2.2. Air Staff.

2.2.1. HQ USAF/A3O-A:

2.2.1.1. Sets policy and guides the conduct and execution of the aircrew stan/eval program.

2.2.1.2. Assigns HQ USAF/A3O-AT as the Office of Primary Responsibility (OPR) for this instruction.

2.2.2. HQ USAF/A3O-AT:

2.2.2.1. Reviews and maintains this instruction.

2.2.2.2. Monitors and reviews MAJCOM supplements to this AFI to ensure MAJCOMs comply with basic policy guidance in this instruction.

2.2.2.3. Maintains liaison with Air Staff organizations, MAJCOMs, and aircrew career field managers to ensure compliance by all aircrew personnel.

2.2.2.4. Coordinates with Air Staff organizations and MAJCOM stan/eval functions to ensure guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this instruction.

2.2.3. HQ USAF/A3O-AS:

2.2.3.1. Coordinates with HQ USAF/A3O-AT regarding pararescue (PJ) and combat rescue officer (CRO) aircrew policy guidance.

2.2.3.2. Ensures PJ and CRO guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this publication.

2.2.4. AFMOA/SG3P:

2.2.4.1. Coordinates with HQ USAF/A3O-AT to ensure Flight Surgeon evaluations comply with basic policy guidance in this instruction.

2.2.4.2. Is OPR for the Flight Surgeon requisites at the Air Force level.

2.3. Major Commands.

2.3.1. General.

2.3.1.1. MAJCOM stan/eval staffs are primarily responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the flying and evaluation functions.

2.3.1.2. MAJCOM stan/eval staffs may fly to maintain current and qualified expertise.

2.3.1.3. ANG is considered a MAJCOM for purposes of this instruction.

2.3.1.4. AETC maintains administrative oversight of USAF Academy stan/eval programs.

2.3.2. **Functions.** The MAJCOM stan/eval staff will:

2.3.2.1. Supplement this instruction IAW [Chapter 2](#).

2.3.2.1. (ACC) ANG has incorporated their supplement into this ACC Supplement.

2.3.2.2. In coordination with AF/A3O-AT, provide staff coordination for separate AFIs to ensure compliance with basic policy guidance contained in this instruction.

2.3.2.4. Convene conferences and working groups, as necessary, to review and improve command stan/eval policies and procedures.

2.3.2.5. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units IAW [Chapter 9](#).

2.3.2.6. Coordinate on and process applicable AF Forms 847:

2.3.2.6.1. For flight publications and technical order recommended changes in accordance with (IAW) AFI 11-215, *USAF Flight Manuals Program (FMP)*.

2.3.2.6.2. For AF publications recommended changes IAW [Attachment 9](#).

2.3.2.7. Assist lead commands with the review, updating and distribution of MDS-Specific Master Question Files (MQFs) to using agencies.

2.3.2.7.1. Lead commands are OPR for their respective MQF programs and are responsible for distribution of updated MQFs to user commands and other agencies.

2.3.2.7.1. (ACC) To ensure standardization, HQ ACC/A3TV OPRs will retain oversight responsibility of MQFs, but may delegate their actual review and update to lower echelons (not ANG). Completed MQFs will be returned to ACC/A3TV in Word (.DOC) and PEX (.QDB) formats. Approved MQFs will be maintained on the HQ ACC/A3TV web page.

2.3.2.7.2. Using commands will coordinate on submissions to correct deficiencies and on updating questions in the MDS-Specific MQFs utilizing AF Form 847, or as required by the lead MAJCOM.

2.3.2.8. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead command and other user commands operating like weapon systems.

2.3.2.9. Ensure compliance with AFI 11-215 for flight publications and technical orders.

2.3.2.10. Coordinate with Safety offices and agencies to assist in evaluation of aircraft mishaps as requested and to determine appropriate corrective actions.

2.3.2.11. In the absence of a NAF stan/eval function, assume responsibilities listed in [paragraph 2.4](#).

2.3.2.12. Observe/augment NAF stan/eval visits when feasible.

2.3.2.13. Observe execution of unit missions and provide feedback when feasible.

2.3.2.14. **(Added-ACC)** When practical for DRUs, ensure HHQ flight examiners administer required flight evaluations to Chiefs of Stan/Eval or senior Stan/Eval crews.

2.3.2.15. **(Added-ACC)** MAJCOM/NAF flight examiners may receive their evaluations from any like-qualified aircrew examiner in the same crew position.

2.3.3. **Organization.**

2.3.3.1. MAJCOM Commanders will designate the Director of Operations, or equivalent position, responsible for the overall management of the command stan/eval program.

2.3.3.2. MAJCOM stan/eval staff will consist of no more than a section chief and one aircrew member per crew position per MDS, or as directed by MAJCOM/A3s.

2.3.4. **Supplements.** MAJCOMs will supplement this instruction to clarify policies, procedures, and unique mission requirements. Comply with AFI 33-360, *Publications and Forms Management*, guidance regarding publication supplements.

2.3.4.1. MAJCOM supplements will not be less restrictive than this instruction.

2.3.4.2. Additional forms required by MAJCOM supplements will be approved and issued as AF forms if they apply to more than one command. Comply with AFI 33-360.

2.3.4.3. AFRC and ANG will provide supplemental information to be included as part of the respective active duty MAJCOM supplement to this instruction IAW [paragraph 2.3.4.](#)

2.3.4.3.1. **(Added-ACC)** Paragraphs marked “AFRC” apply to units under AFRC operational control/direction or who have overall responsibility for Stan/Eval programs as specified by MAJCOM or wing level MOA/MOU.

2.3.4.4. MAJCOMs will define the scope and content of unit supplements in the MAJCOM supplement. Unit supplements will be formatted IAW AFI 33-360.

2.3.5. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross command stan/eval program reviews that include aircrew evaluations and inspections with concurrence of all the MAJCOM stan/eval organizations involved. Augmentees will evaluate using criteria contained in the appropriate AFI and the augmented MAJCOM supplement.

2.4. **Numbered Air Forces.**

2.4.1. **General.** NAF stan/eval (MAJCOM stan/eval when no NAF stan/eval exists) will maintain a tactical focus and perform the operational role in evaluating unit stan/eval functions within its chain of command.

2.4.2. **Functions.** The NAF stan/eval function will:

2.4.2.1. Maintain oversight of evaluation functions in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.2. Conduct stan/eval visits IAW MAJCOM supplements/directives.

2.4.2.3. Coordinate on and process applicable AF Forms 847:

2.4.2.3.1. For flight publications and technical order recommended changes IAW AFI 11-215.

2.4.2.3.1. (ACC) Units will forward AF Forms 847 IAW AFI 11-215_ACC SUP 1, *USAF Flight Manuals Program (FMP)*.

2.4.2.3.2. For proposed AF publications changes IAW [Attachment 9](#).

2.4.2.3.3. For MQFs IAW [paragraph 2.3.2.7.2](#).

2.4.2.4. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the NAF level to units IAW [paragraph 9.1](#).

2.4.2.5. Provide qualified flight examiners to augment other MAJCOM and NAF agencies when requested (see [paragraph 2.3.5](#)).

2.4.2.6. Administer periodic flight evaluations, when practical, to Chiefs of Stan/Eval or senior stan/eval crews in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.7. Observe execution of unit missions and provide feedback when feasible.

2.4.2.8. Review and coordinate on subordinate unit supplements to operational procedures, flying guidance and this instruction.

2.4.2.8. (ACC) Unit supplements will normally be reviewed and returned to units with comments within 60 days of submission. To ensure adequate time for review and implementation, units should submit supplements at least 7 months before a scheduled formal visit. If units submit their supplement less than 3 months before a scheduled visit, the NAF may complete the review during the scheduled visit.

2.4.2.9. Review subordinate unit Stan/Eval Board (SEB) minutes and, at a minimum, address any action items requiring HHQ assistance.

2.4.2.9. (ACC) Initiate corrective action to eliminate noted discrepancies or deficiencies when HHQ action is required. Ensure unit corrective actions are satisfactory.

2.4.2.10. Assist MAJCOMs in the creation, review, updating and distribution of required MQFs. NAFs will coordinate on unit submissions to correct deficiencies to MQFs. Utilize AF Form 847 or submit as directed by lead MAJCOM.

2.4.3. **Organization.** Typical NAF stan/eval staff includes a section chief and one flight examiner per crew position per MDS. Manning for NAF flight examiner positions may be adjusted by the NAF Commander.

2.4.4. **Augmentation.** Each NAF may use qualified augmentees from other NAFs to support or conduct stan/eval aircrew evaluations and inspections with concurrence of all the NAF stan/eval organizations involved.

2.5. Stan/Eval Visits. HHQ stan/eval staffs may visit units during the administration of formal inspections, Staff Assistance Visits (SAVs) or in an informal capacity, as specified in MAJCOM supplements.

2.5.1. **(Added-ACC)** Formal HQ Stan/Eval visits to all units will be conducted no later than every 48 months. Requests for delays less than three months beyond this period must be approved by the responsible NAF/OV/A3V, or ACC/A3TV for DRUs. Requests for delays greater than three months must be approved by the responsible NAF/CC, or MAJCOM/A3 for DRUs.

2.5.1.1. **(Added-ACC)** OG/CC will direct annual SAVs or Self Inspections, as applicable to the unit's Stan/Eval organization, and forward written reports to appropriate NAF/OV or ACC A3TV. Alternatively, SAV/Self Inspection reports may be incorporated and reported via the SEB Minutes. Self inspection checklists are available at the ACC/A3TV website.

2.5.1.2. **(Added-ACC)** Formal visit schedules for units will be coordinated with HHQ ACC/IG for deconfliction.

2.5.1.3. **(Added-ACC)** Formal visit schedules for AFRC units under ACC oversight will be coordinated with HQ AFRC/A3V and HQ AFRC/IGIO.

2.5.1.4. **(Added-ACC)** Formal visit schedules for ANG units under ACC oversight will be coordinated with the unit and State Headquarters.

2.5.1.5. **(Added-ACC)** After final coordination with the above agencies, the responsible NAF/OV/A3V will publish and distribute the verified schedule to each affected unit, NAF/OVs/A3Vs, HQ AFRC/A3V, ANG State Headquarters, NGB/A3O, HQ ACC/A3G and HQ ACC/A3TV no later than 1 March and 1 September.

2.5.2. **(Added-ACC)** Formal visits will be designed to:

2.5.2.1. **(Added-ACC)** Determine the effectiveness of the Stan/Eval program and compliance with unit supplement to this publication.

2.5.2.2. **(Added-ACC)** Assess the capability of the Chief of Stan/Eval, FEs, instructors and unit crewmembers to evaluate, instruct and perform the unit's assigned taskings.

2.5.2.3. **(Added-ACC)** Identify operational or training factors adversely affecting aircrew capability to accomplish the assigned mission and initiate corrective actions as required.

2.5.2.4. **(Added-ACC)** Verify aircrew compliance with approved operational procedures.

2.5.2.5. **(Added-ACC)** Provide meaningful feedback to commanders from a broad viewpoint as well as the specific evaluation of the existing inspection criteria. The unit operation will be evaluated covering the entire period stemming from the last formal visit, not just a "snapshot" of the unit's current program status.

2.5.3. **(Added-ACC) Notification Procedures:**

2.5.3.1. **(Added-ACC)** The visit OPR will send a formal notification message/memorandum to the unit with an info copy to HQ ACC/A3TV 60 days before the visit. For AFRC/ANG visits, notification will be sent to the units and HQ AFRC/A3V and 10AF/A3V or the State Adjutant General and NGB/A3O. The intent of this message/memorandum is to confirm the dates of the visit and inform the unit of the scope of the evaluation and support requirements. As a minimum, the message/memorandum will include the following:

2.5.3.1.1. **(Added-ACC)** Approximate number of team members.

2.5.3.1.2. **(Added-ACC)** Planned arrival date.

2.5.3.1.3. **(Added-ACC)** Number and types of flight and EP/ATD evaluations.

2.5.3.1.4. **(Added-ACC)** Support required as necessary.

2.5.3.1.5. **(Added-ACC)** Additional guidance on the selection of individuals and/or crews the team chief desires to evaluate--to include the Chief of Stan/Eval and/or Senior Examiners.

2.5.3.2. **(Added-ACC)** Thirty days prior to the inspection, a follow-up message/memorandum will include name, rank, security clearance, restricted area badge number, and aircraft specialty code of each team member.

2.5.4. **(Added-ACC) Conduct of Visits:**

2.5.4.1. **(Added-ACC)** "Overall Unit Rating" is determined by combining the OGV and squadron ratings. The OGV rating is based on compliance with paragraph 3.2 and the performance of OGV and squadron-assigned flight examiners during objectivity evaluations administered by the HHQ team. Squadron ratings are based on compliance with paragraph 3.3 and the performance of assigned/attached aircrews during flight and EP/ATD evaluations. In addition to the areas outlined in para 3.2. and 3.3., the OGV and squadron rating will include an assessment (5-tier rating) of the following programs: - Operations Supervision as outlined in AFI 11-418, *Operations Supervision* - Technical Order maintenance/management as outlined in T.O. 00-5-1, *Air Force Technical Order System* and AFI 11-215.

2.5.4.1.1. **(Added-ACC)** The overall unit rating will not be higher than Satisfactory if the overall OGV program rating is Unsatisfactory.

2.5.4.1.2. **(Added-ACC)** The overall OGV/squadron grade will not be higher than Satisfactory if any OGV/squadron program is rated Unsatisfactory.

2.5.4.2. **(Added-ACC)** Aircrew performance during evaluations will comprise 50 percent of squadron rating. Stan/Eval programs, procedures and compliance will comprise the other 50 percent. HHQ teams will comment on unit supervision and will identify Limiting Factors (LIMFACs) noted for higher headquarters action that adversely affect the unit's mission accomplishment. If appropriate, HHQ teams may comment on a distinct level of supervision within the unit.

2.5.4.3. **(Added-ACC)** Stan/Eval programs, to include FE Objectivity Evaluations and OGV/SQ Operations Supervision will receive a 5-tier rating.

2.5.4.3.1. **(Added-ACC) OUTSTANDING.** Performance and procedures in effect were error-free and far exceeded all requirements. Program serves as a model which others should emulate.

2.5.4.3.2. **(Added-ACC) EXCELLENT.** Performance and procedures in effect exceeded requirements and enhanced overall effectiveness.

2.5.4.3.3. **(Added-ACC) SATISFACTORY.** Performance and/or operations met mission requirements. Procedures and activities were carried out in an effective and competent manner. Resources and programs were efficiently managed. Minor deficiencies existed but do not impede or limit mission accomplishment.

- 2.5.4.3.4. **(Added-ACC) MARGINAL.** Most requirements were met, but not in full compliance with directives. Performance and the effectiveness of the program were degraded by deviations from procedures.
- 2.5.4.3.5. **(Added-ACC) UNSATISFACTORY.** Deviations or omissions caused the program(s) evaluated to be non-effective. Little compliance with appropriate directives was evident.
- 2.5.4.4. **(Added-ACC) MAJCOM/NAF Flying-Related Special Interest Items (SIIs).** SIIs are established by the MAJCOM/NAF to focus attention on operations related areas and will be evaluated during formal visits. Compliance will be reflected in all ratings and evaluations, and will be commented on separately in formal visit reports.
- 2.5.4.5. **(Added-ACC)** A representative sample (20 to 35 percent) of supervisors, instructors, and line (experienced and inexperienced) aircrews will be evaluated during the visit. Crewmembers maintaining multiple qualifications may be evaluated in either aircraft. All flight examiners may receive a FE Objectivity Evaluation (flight or ground).
- 2.5.4.5.1. **(Added-ACC)** Individuals and/or crews identified to be evaluated in the notification messages will, to the maximum extent possible, have all evaluation requisites, except those directed by the inspection team, completed prior to the formal visit to facilitate completion of AF Forms 8 prior to departure of the inspection team.
- 2.5.4.5.2. **(Added-ACC)** Full notice evaluations are appropriate for those administered by unit flight examiners where a HHQ flight examiner will observe and administer a FE Objectivity Evaluation. The full flight evaluation profile should be planned by the examinee. These evaluations will constitute an evaluation of the examinee (conducted by the unit FE), as well as the unit flight examiner's objectivity and the unit's flight evaluation profiles (conducted by the HHQ FE).
- 2.5.4.5.3. **(Added-ACC)** No-notice evaluations will be administered to individuals by notifying the unit at an appropriate time (if the individual is already on the flying schedule) or by requesting that an individual be added to the next day's schedule for this purpose. Any additional or unique HHQ FE evaluation requirements, beyond the scheduled mission profile, will be communicated to the examinee no later than 24 hours prior to designated aircrew briefing to facilitate mission planning.
- 2.5.4.5.4. **(Added-ACC)** Flight evaluations/EPEs administered by HHQ flight examiners within 6 months of a formal Stan/Eval visit may be counted toward the flight evaluation sample for that visit. If this option is exercised, all intermediate flight evaluations by HHQ flight examiners (including inspection team designated augmentees) must count toward that sample. The unit DO or OG/CC must be coordinated with prior to the 6 month period.
- 2.5.4.6. **(Added-ACC)** In addition to aircrew flight evaluations, all available CMR/BMC aircrew will be administered a 50 question closed book written examination and have their flight publications evaluated. Flight publication checks will include all issued flight manuals/T.O.s, checklists, and OGV issued aircrew aids.
- 2.5.4.6.1. **(Added-ACC)** The written examination will consist of 50 questions from the specific MDS MQF. The inspection team may substitute 10% of questions with

non-MQF questions developed by the inspection team. These questions, if used, will reflect local procedures, FCIFs, and SIIs. If non-MQF questions are used, topics will be identified in the 60-day message.

2.5.4.6.1.1. **(Added-ACC)** The 50 question written examination administered during a Stan/Eval formal inspection may fulfill either the requisite closed-book examination requirement, if it meets all the appropriate criteria, or the semi-annual test requirement at the discretion of the OG/CC.

2.5.4.6.2. **(Added-ACC)** The minimum passing grade for the written examination is 85%.

Table 2.1. (Added-ACC) Stan/Eval Written Examination Rating Criteria.

Formal Stan/Eval Written Examination Rating Criteria			
Rating	% Examinees Passing	and/or	Average Score
OUTSTANDING	100	and	98.0 - 100
EXCELLENT	94.0 - 100	and	95.0 - 97.9
SATISFACTORY	90.0 - 100	and	90.0 - 94.9
MARGINAL	85.0 - 100	or	85.0 - 89.9
UNSATISFACTORY	Below 85.0	or	Below 85.0

2.5.4.7. **(Added-ACC)** Team Chief Responsibilities:

2.5.4.7.1. **(Added-ACC)** Formally inbrief and outbrief the unit commander/staff.

2.5.4.7.2. **(Added-ACC)** Plan the number and types of evaluations to be conducted as well as which individuals will be evaluated.

2.5.4.8. **(Added-ACC)** Post-visit Responsibilities:

2.5.4.8.1. **(Added-ACC)** Write and distribute copies of the formal report to the appropriate MAJCOM, NAF, HQ ACC/A3G, State Adjutant General (ANG), HQ AFRC/A3V, 10 AF/A3V and unit OGVs or DOVs. NAFs will determine additional distribution of their reports.

2.5.4.8.2. **(Added-ACC)** Provide the unit Chief of Stan/Eval copies of the formal report and completed AF Forms 8 for the evaluations given by the team members during the visit. AF Forms 8 will be created using the unit PEX program/database. Unit stan/eval function will assist HHQ evaluators as needed to facilitate.

2.5.4.8.3. **(Added-ACC)** Reporting formal visit results will be in accordance with Figure 2.1. (Added) of this supplement. If the final report is not available prior to the team's departure, a draft report will be left with the unit.

2.5.4.8.3.1. **(Added-ACC)** Findings. All findings identified in the report must reference a specific publication/directive and require corrective action by the unit. The unit commander is the focal point and final arbiter of the corrective action.

The unit OG/CC will formally report finding disposition to the NAF/OV (DRUs to ACC/A3TV) NLT 60 days from receipt of the formal visit report. If not closed within the 60 day period, findings will continue to be reported in subsequent SEBs until closed.

2.5.4.8.3.2. **(Added-ACC)** Recommendations. Methods or procedures which the team feels will enhance the unit program/items.

2.5.4.8.3.3. **(Added-ACC)** Commendable Programs/Items. Used to report superior programs/items identified during the formal visit.

2.5.4.8.3.4. **(Added-ACC)** Copies of the approved report will be forwarded within 10 working days after completion of the visit IAW paragraph 2.5.4.8.1. (Added) of this supplement.

2.5.5. **(Added-ACC)** Revisits:

2.5.5.1. **(Added-ACC)** A supplemental visit will be made as soon as practical after an incomplete visit.

2.5.5.2. **(Added-ACC)** Units receiving an overall **UNSATISFACTORY** rating will be scheduled for a follow-up visit within 6 months following the original visit.

2.5.5.3. **(Added-ACC)** A 30-day notification memorandum/message will be sent prior to revisits in accordance with paragraph 2.5.3.1. (Added) of this supplement.

2.5.5.4. **(Added-ACC)** Reports from revisits will be addenda to the initial visit report and will follow the format in Figure 2.1. of this supplement.

Figure 2.1. (Added-ACC) Stan/Eval Formal Visit Report (1 of 2).

The formal report cover will include the following information:

1. The evaluating headquarters.
2. The visited unit designation.
3. The visited unit location.
4. Type(s) of aircraft possessed.
5. Dates of the visit.
6. Overall rating.

Section A--OVERALL--(Rating)

1. Comment on overall unit performance capabilities. Comments can be subjective and should paint a broad picture of the unit's operation. Address the relationship to performance and program ratings to clarify the overall rating.
2. Supervision. Team chiefs will always comment on leadership and supervision, particularly as it relates to the support of the MAJCOM Stan/Eval Program.
3. Applicable Special Interest Items. Comment on unit compliance with applicable special interest items.

Section B--OGV/SQUADRON--(Rating)

a. OGV/DOV -- (Rating)

(1) FE Objectivity Evaluations -- (Rating).

Qual Lvl

<u>#/Type Eval</u>	<u>Position</u>	<u>1</u>	<u>3</u>	<u>Discrepancy Areas</u>
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FE Obj Flt

FE Obj EPE

FE Obj ATD

(2) OGV Stan/Eval Programs--(Ratings). Cite FINDINGS, RECOMMENDATIONS and COMMENDABLE PROGRAMS/ITEMS following the "word picture" for the programs. Word pictures will focus on OGV responsibilities directed in paragraph 3.2.

b. _____ SQUADRON -- (Rating)

(1) Evaluations

Qual Lvl

<u>#/Type Eval</u>	<u>Position</u>	<u>EQ</u>	<u>1</u>	<u>1/Discrepancies</u>	<u>2</u>	<u>3</u>	<u>Discrepancy Areas</u>
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Msn

Instm/Qual

Msn EPE

Instm/Qual EPE

Msn/ATD

NOTE: Unit FEs administered ____ Msn, ____ Instm/Qual, ____ EPE, and ____ ATD Evals

(2) Stan/Eval Programs--(Ratings). Cite FINDINGS, RECOMMENDATIONS, and COMMENDABLE PROGRAMS/ITEMS following the word picture for the programs. Word pictures will focus on squadron/detachment responsibilities directed in paragraph 3.3.

EXAMPLES:

FINDING: Four pilots flew without initialing the most recent FCIF item (AFI 11-202V2_ACC1, paragraph 9.3.3. [Added]).

RECOMMENDATION: Develop system to ensure Go/No-Go items are accomplished prior to flight IAW AFI 11-202V2, paragraph 9.3.

COMMENDABLE ITEM: The SELO had developed an outstanding checkride preparation folder for aircrew flight and EPE evaluations.

Section C--ADDITIONAL COMMENTS

1. Superior Performers. List name and unit of superior performers identified during the formal visit.
2. Limiting Factors.

3. Other: Pertinent comments, concerns/observations and recommendations may be included in this area if there is no other appropriate area in the report.

Section D--GENERAL

1. Team members were: Name/Rank (team chief will be identified)

2. Key Personnel Contacted (as appropriate):

WG/OG/CCs

SQ/CCs

OGV

Air Force Advisor (if applicable)

Team Chief Signature

2.5.6. **(Added-ACC)** Informal visits will be coordinated between HHQ A3TV/A3V/OV and unit OG/CC, unless other procedures are established.

2.5.7. **(Added-ACC)** Limited Notice Inspections. ACC/A3, AFRC/A3, or NGB/A3 may direct limited notice inspections of subordinate units. The directing authority will determine the scope and direction of this inspection, select the team chief, and will consult NAF and wing leadership preceding the arrival of the evaluation team. The respective MAJCOM/A3 will inform wing leadership preceding the arrival of the evaluation team. The team chief will report to the WG/CC upon arrival and present the evaluation plan for coordination.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. Units include levels of organization under HHQs required to establish a stan/eval function for purposes of this instruction. Most units are composed of an Operations Group (OG) and flying squadrons. Where there is no parent OG, squadrons/detachments will assume duties listed for OGs, where applicable.

3.2. Operations Group. The conduct of the unit level stan/eval program is directed by the OG/CC.

3.2. (ACC) Operations Group. OG/OGV is responsible for all stan/eval functions unless delegated to subordinate squadrons.

3.2.1. Operations Group Commander Responsibilities. Specific responsibilities of the OG/CC that relate to the stan/eval program:

3.2.1.1. Establish and provide manpower to staff a stan/eval function to perform the duties directed by this instruction.

3.2.1.1.1. (**Added-ACC**) Provide a suitable facility and resources to accommodate the Stan/Eval function.

3.2.1.2. Ensure materials provided for mission planning are accurate and current.

3.2.1.2. (**ACC**) Ensure adequate aircrew briefing facilities are provided at the unit level. Attachment 10 (Added) of this supplement contains guidance for the minimum mission planning materials required to conduct an adequate aircrew briefing.

3.2.1.3. Provide a suitable stan/eval testing area.

3.2.1.3. (**ACC**) A suitable Stan/Eval testing facility is one that provides a quiet, distraction-free atmosphere and allows easy monitoring of examinees by Stan/Eval personnel.

3.2.1.4. Direct evaluations to maintain a quality aircrew force.

3.2.1.5. Direct supplementary evaluations.

3.2.1.6. Chair and determine the composition of the SEB.

3.2.2. Operations Group Stan/Eval Functions. At the Operations Group stan/eval (OGV) level, emphasis is on unit standardization. Under direction of the Chief of OGV, flight examiners will ensure standardization among squadrons and squadron-assigned flight examiners. The OGV will:

3.2.2. (**ACC**) Primary oversight and administration of the unit Stan/Eval program will reside with OGV. OG/OGV will ensure objectivity and enforce the pyramid evaluation structure to the maximum extent possible.

3.2.2.1. Establish procedures for review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*, and AF Forms 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.

3.2.2.2. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). Document these procedures in unit supplements to this instruction. Maintain unit FEFs, if applicable.

3.2.2.2.1. **(Added-SJAFB)** Initial Review: Squadron DOV will accomplish an initial review upon receipt of a member's FEF during in-processing.

3.2.2.2.2. **(Added-SJAFB)** Annual Review: Squadron DOV will accomplish an annual review on all FEFs at once during December of each year. Procedures are outlined in Chapter 7.

3.2.2.3. Establish procedures for the Aircrew Examination Program according to **Chapter 6** and **Chapter 8** of this instruction. Document Aircrew Examination Program in the unit supplement to this instruction.

3.2.2.4. Establish and maintain a trend program.

3.2.2.4.1. Scope will include trend analysis of all evaluations.

3.2.2.4.1. **(ACC)** Trend analysis will include all flight and EP evaluations as well as all requisite and periodic written examinations. ACC Form 8a or PEX may be used to document trend information. Any documents used to track trend information will be kept and disposed of IAW instructions on title page of this supplement.

3.2.2.4.1.1. **(Added-SJAFB)** The 4 OG trend is defined as a 15% discrepancy rate for permanent party, or 25% for formal course students. If the sample size is 10 or less, a trend will be defined as a 30% discrepancy rate.

3.2.2.4.2. For units with more than one type of aircraft, combine discrepancies common to all aircraft/aircrews to determine trends (e.g., instrument procedures).

3.2.2.4.3. For Formal Training Units (FTUs)/Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and qualified/instructor aircrews.

3.2.2.4.3.1. **(Added-SJAFB)** FTU Squadrons will track FTU student testing trends and report trend data to OGV at the completion of each class Open and Closed book. FTU Squadrons will maintain trend data for 12 months.

3.2.2.4.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR); report trends and status to the OG/CC during the SEB until closed. OGV will publish and define the trend program in the unit supplement to this instruction and maintain trend data for at least one year.

3.2.2.4.4. **(ACC)** Trends should be closed only after the OPR verifies the deficiency in performance or knowledge no longer exists in the applicable crew force. Such verification may be accomplished and documented through supplementary evaluation, aircrew testing, etc.

3.2.2.4.4.1. **(Added-SJAFB)** All Flight Examiners will brief any trend items during the brief on any evaluation they are administering.

3.2.2.5. Conduct Supplementary Evaluations as directed.

3.2.2.5.1. **(Added-ACC)** The conduct of supplementary evaluations will be defined in the unit supplement to this instruction.

3.2.2.6. Conduct a SEB and publish minutes IAW the minimum outline of this instruction ([Attachment 2](#)) and guidance in the MAJCOM supplement to this instruction.

3.2.2.6.1. **(Added-ACC)** As a minimum, SEBs will be held semiannually and as early as practical after the end of the previous 6-month period. AFRC units will conduct SEBs NLT end of February and August, respectively, and forward SEB minutes by the end of the subsequent calendar month (March/September).

3.2.2.6.2. **(Added-ACC)** Attendees should include squadron commanders and OGV/squadron flight examiners. Absent SEB members will, at a minimum, read SEB minutes.

3.2.2.6.2.1. **(Added-SJAFB)** The 4 TS/CC, OSS/CC, OSS/OSOR, Det. 15/CC and WG/SE will be invited to attend each SEB.

3.2.2.6.3. **(Added-ACC)** Send a copy of the SEB minutes to the following: One copy to HQ ACC/A3TV and a copy to the functional area/realistic training manager at HQ ACC/A3TO. In addition, send copies to: - **Active Duty Units** (except DRUs)--NAF/OV/A3V. - **AFRC Units**--One copy each to the NAF/OV/A3V with oversight responsibility, 10 AF/A3V and HQ AFRC/A3V. - **ANG Units**--One copy each to the NAF/OV/A3V with oversight responsibility and NGB/A3.

3.2.2.6.4. **(Added-SJAFB)** OGV will post copies of the SEB briefing slides and the SEB minutes to the 4 OG/OGV CoP.

3.2.2.7. Establish, monitor, and maintain quality control of the unit FCIF program.

3.2.2.8. Establish procedures to manage the flight publications program.

3.2.2.9. Process AF Forms 847:

3.2.2.9.1. For flight publications and technical order recommended changes IAW AFI 11-215.

3.2.2.9.2. For AF publications recommended changes IAW [Attachment 9](#).

3.2.2.9.3. Forward endorsements for all approved AF Forms 847 to parent NAF stan/eval function or parent MAJCOM stan/eval function if a NAF stan/eval does not exist (see [paragraph 2.3.2.11](#)).

3.2.2.10. Ensure annual operational Military Training Route (MTR) and Air Refueling (AR) Track reviews are accomplished and documented in the SEB minutes for all MTRs and ARs for which the operations group is OPR.

3.2.2.11. Publish a unit supplement of procedures for the implementation of this instruction.

3.2.2.11. **(ACC)** The draft unit supplement and subsequent changes will be sent to the NAF/OV/A3V with Stan/Eval oversight responsibility for coordination. AFRC units will forward unit supplement to 10AF/A3V for review/approval. 10AF/A3V will forward unit supplements to appropriate ACC NAF and MAJCOM/A3V/A3TV when review is completed. DRUs will coordinate directly with HQ ACC/A3TV on their unit supplement.

3.2.2.11.1. **(Added-ACC)** Until supplements are published and electronically incorporated as outlined in AFI 33-360, units may publish a Field Guidance Memorandum.

3.2.2.12. **(Added-ACC)** Monitor the upgrade and objectivity of all flight examiners.

3.2.2.12.1. **(Added-ACC)** Upgrading flight examiners must demonstrate a working knowledge of the MAJCOM Stan/Eval Program. Flight examiner certification will be documented IAW paragraph 7.2. of this supplement prior to performing flight examiner duties.

3.2.2.12.2. **(Added-ACC)** A flight examiner's initial evaluation will be monitored and critiqued by OGV or a designated examiner. If the flight is not observed, then as a minimum, the OGV/designated flight examiner will observe the briefing, debriefing and critique. OG/CC may waive this requirement. This does not apply to previously certified flight examiners regardless of MDS or MAJCOM.

3.2.2.12.3. **(Added-ACC)** Within nine months of FE certification, A FE Objectivity Evaluation will be accomplished IAW paragraph 5.2.1.5.1. Does not apply to previously qualified FEs.

3.2.2.13. **(Added-ACC)** Establish unit no-notice program and goals. Goals must be quantifiable; zero is not considered a goal. Monitor this program to ensure goals set by the OG/CC or SQ/CC/DO are met and unit no-notice evaluations are distributed proportionately among aircrew positions, weapons systems and types of evaluations.

3.2.3. **Operations Group Stan/Eval Organization.** OGV staff will consist of the Chief of Stan/Eval and at least one flight examiner per crew position per MDS. For large crew complement aircraft, manning for the OGV staff may be adjusted with OG/CC approval and notification to the MAJCOM through the SEB minutes. **EXCEPTION:** AFMC OGV staff organization will be as directed in the AFMC supplement to this instruction.

3.2.3.1. The Chief of Stan/Eval will be a qualified flight examiner in a unit aircraft. **EXCEPTION:** For units undergoing aircraft conversion, the Chief of Stan/Eval may be qualified in the aircraft to which the unit is converting, even if none are yet assigned.

3.2.3.2. The Chief of Stan/Eval will report directly to, and be rated by, the OG/CC. For units not collocated with the parent wing/group, the Chief of Stan/Eval will report directly to and be rated by the unit commander, or as specified by MAJCOM supplement.

3.2.3.3. The OG/CC may designate additional OGV flight examiners or designate OGV flight examiners who are not assigned to OGV when necessary to meet unique unit requirements. Notify the MAJCOM by recording such designation in the SEB minutes ([Attachment 2](#)).

3.2.3.3. **(ACC)** OGV manning will be as required for mission accomplishment. As a guide, recommended FE manning is provided in paragraph 3.3.3.2.2 and Table 3.2.

3.2.3.4. The OG/CC may designate Standardization/Evaluation Liaison Officers (SELOs) to assist operations group examiners in administrative stan/eval duties

3.2.3.5. At the discretion of the OG/CC, squadron and OG stan/eval programs may be combined.

3.2.3.5. (ACC) The OG/CC will organize their Stan/Eval structure as required for mission accomplishment. Integrated units subject to AFI 90-1001 will identify their stan/eval organization via Memorandum Of Understanding.

3.2.3.6. (Added-ACC) Other non-flying staff may consist of ALO, GTAC, TODO, and administrative personnel as required by the unit mission.

3.2.4. (Added-ACC) To the maximum extent possible, units will adhere to a pyramid style evaluation structure where higher level FE or FE qualified supervisors evaluate subordinate aircrew and lower level FEs. This in no way shall restrict unit leadership's discretion to conduct evaluations on assigned/attached aircrew.

Table 3.1. (Added-ACC) Pyramid Evaluation Structure.

<u>Examinee</u>	<u>Examiner</u>
SQ assigned/attached personnel	Any FE (IAW para. 3.2.4.1.)
SQ/Det/CC, DO, Superintendent & SQ Fes	Supervisor, OGV or above
OGV Fes	Supervisor, NAF or MAJCOM
MAJCOM, NAF, WG/CC/CV & OG/CC/CD/Superintendent	Any FE
Notes: <ul style="list-style-type: none"> - FEs will not conduct evaluations of supervisors in their chain of command. (Exception: Evaluations for senior or HHQ officers/NCOs). - Except for SEFE Objectivity Evaluations, FE will be of like specialty. - OGV FEs in consolidated OGV organizations will receive evaluations from a supervisor or the OGV chief evaluator for their crew position. The chief evaluator will receive evaluations from a supervisor, NAF or MAJCOM. 	

3.2.4.1. (Added-ACC) OGV FEs may conduct evaluations in all squadrons in their wing flying aircraft/missions in which they are qualified. To increase objectivity and standardization across the wing, whenever possible, squadron FEs should give checkrides in squadrons in which they are not primarily assigned/attached (exception: FTU student evaluations).

3.2.4.1.1. (Added-SJAFB) OGV FEs who have not completed an F-15E formal instructor course will not administer checkrides to FTU students.

3.2.4.2. (Added-ACC) When no qualified examiner is available above the examinee in the pyramid evaluation structure or chain of command, the highest available evaluator will administer the evaluation. Deviations will be documented in the additional comments section of the Form 8.

3.2.4.3. (Added-ACC) Examinees requiring NAF or MAJCOM examiners will consult the HHQ Stan/Eval Chief for availability. The HHQ Stan/Eval Chief may delegate if no appropriate FE is available. Deviations will be documented in the additional comments section of the Form 8.

3.3. Squadron. The squadron commander is directly responsible to the OG/CC for the conduct of the squadron stan/eval program.

3.3.1. Squadron Commander Responsibilities:

- 3.3.1.1. Direct evaluations as required to maintain a quality force.
- 3.3.1.2. Direct supplementary evaluations as needed (request assistance from OGV if necessary).
- 3.3.1.3. Designate squadron flight examiners.
- 3.3.1.4. Annotate all attached HHQ and attached unit flight examiners in the unit letter of certification, ensure designation is recorded in ARMS, and record attachment in SEB minutes ([Attachment 2](#)).
- 3.3.1.5. Attend as many evaluation debriefings as practical.
- 3.3.1.6. As necessary, may designate Standardization/Evaluation Liaison Officers (SELOs) to assist squadron examiners in administrative stan/eval duties.

3.3.2. Squadron/Detachment Stan/Eval Functions. The focus of the stan/eval program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners embedded within the flying squadron. Squadron stan/eval functions include:

- 3.3.2.1. Managing and conducting flight evaluations and emergency procedures evaluations (EPE) as required.
- 3.3.2.2. Implementing the Aircrew Examination Program in conjunction with evaluations as outlined in the unit supplement to this instruction.
- 3.3.2.3. Implementing the OGV FEF maintenance and review program directed by the unit supplement to this instruction. This includes maintaining Flight Evaluation Folders, when applicable.
- 3.3.2.4. Assisting the OGV in managing the unit stan/eval trend program.
- 3.3.2.5. Reporting recommended changes to flight publications and technical orders utilizing the AF Form 847 IAW AFI 11-215 and to AF publications IAW [Attachment 9](#).
- 3.3.2.6. Implementing the flight publications program and ensuring compliance with the unit FCIF program.
- 3.3.2.7. Ensuring proper completion, routing, and filing of AF Forms 8 and 8a.
- 3.3.2.8. **(Added-ACC)** Maintain a Certification Document for all squadron personnel and personnel attached to the squadron for flying. Certification Document will be a summary of special certifications awarded and will be signed by the OG/CC, SQ/CC, or SQ/DO. Letters of Certification may be maintained via PEX.
 - 3.3.2.8.1. **(Added-ACC)** As a minimum, the following information will be annotated in the Certification Document or ARMS product (as applicable):
 - 3.3.2.8.1.1. **(Added-ACC)** Instructor Qualified Crewmembers
 - 3.3.2.8.1.2. **(Added-ACC)** Evaluator Certified Crewmembers

3.3.2.8.1.3. **(Added-ACC)** Weather Category Minimums (if applicable)

3.3.2.8.1.4. **(Added-ACC)** Flight Lead Certified Pilots (if applicable)

3.3.2.8.1.5. **(Added-ACC)** FCF Certified Pilots/Crewmembers (if applicable)

3.3.2.8.1.6. **(Added-SJAFB)** Supervisor Certified

3.3.2.8.1.7. **(Added-SJAFB)** Supervisor of Flying (SOF) Certified

3.3.2.8.2. **(Added-SJAFB)** Squadron DOV will maintain a current copy of the squadron Certification Document (Letter of Xs) and forward a copy to the 4 OG/OGV organization email when it is updated.

3.3.3. Squadron/Detachment Stan/Eval Organization.

3.3.3.1. The Chief of Stan/Eval will be a qualified flight examiner in a unit aircraft. This requirement can be waived with OG/CC approval and notification to the MAJCOM. Record waiver in SEB minutes ([Attachment 2](#)).

3.3.3.2. Squadron stan/eval manning will be as directed by the MAJCOM supplement to this instruction.

3.3.3.2.1. **(Added-ACC)** For FTU Squadrons, the OG/CC may authorize as many additionally duty flight evaluators as required to accommodate student syllabus evaluation requirements. FTU additional duty flight evaluators should primarily evaluate students.

3.3.3.2.2. **(Added-ACC)** Squadron FE manning will be at the discretion of the OG/CC as required for mission accomplishment. As a guide for aircraft not listed in Table 3.2, recommended flight examiner manning consists of the Commander, Operations Officer, DOV Chief (if applicable) and up to two additional duty FEs per crew position who are highly qualified instructors. As a guide for aircraft listed below, in addition to the Commander and Operations Officer, the following ratios (or fractions thereof rounded up) should be used when figuring the number of flight examiners or flight examiner crews (Q-Prefix and additional duty) designated per crew position. **(NOTE:** A senior instructor may be used if the operations officer is not qualified for FE duties.) Ratios include all assigned and attached aviators:

Table 3.2. (Added-ACC) (NA AFRC/ANG) FE(s)/Crew(member)s Guideline.

Mission Design Series (MDS)		FE Ratio
B-1/B-52/KC/EC-135		1:8 crews
C/EC/HC-130		1:10 crewmembers
E-3/E-8		1:9 crewmembers
E-4		1:8 crewmembers
HH-60G		1:8 crewmembers
RC/OC/WC-135/U-2/B-2		1:5 crewmembers
R(M)Q-1/RQ-4/MQ-9		1:10 crewmembers

T-38		1:10 crewmembers
Note: For those units manned with less than the minimum crews/crewmembers for a particular MDS, one FE crew is recommended.		

3.3.3.3. Squadron flight examiners should be assigned to the flying squadron. With OG/CC approval, the unit may designate flight examiners who are not assigned to the flying squadron when necessary to meet unique unit requirements. Notify the MAJCOM by recording such designation in the SEB minutes ([Attachment 2](#)).

3.3.3.3.1. **(Added-ACC)** FEs filling a Stan/Eval authorization will be awarded the "Q" AFSC prefix.

3.3.3.3.2. **(Added-ACC)** Additional duty FEs not filling Stan/Eval positions are not authorized "Q" prefix billets. These additional FEs are allowed to log evaluator time, and will be designated as Flight Examiners on the Certification Documents and in ARMS.

Chapter 4

FLIGHT EXAMINERS

4.1. General. The evaluation portion of the Aircrew Stan/Eval Program is administered by flight examiners at both the HHQ and unit levels.

4.2. Selection.

4.2.1. Select Flight Examiners from the most highly qualified and experienced instructors. **EXCEPTION:** Senior flight examiners are selected IAW [paragraph 4.2.3](#).

4.2.2. The chief of the respective MAJCOM or NAF stan/eval function will select HHQ flight examiners. **EXCEPTION:** Senior flight examiners are selected IAW [paragraph 4.2.3](#).

4.2.2. (ACC) ACC/A3T will designate A3TV flight examiners, in writing, based on their qualifications. The NAF/OV/A3 or equivalent will designate NAF flight examiners, in writing, reflecting their qualifications.

4.2.3. Senior flight examiner eligibility is defined as flying commanders at the NAF and OG levels. Vice commanders (NAF/CV) may perform this function if the principal incumbent is not qualified or not available. This eligibility includes deputy commanders at the OG level (OG/CD) in multi-MDS wings where the OG/CC and the OG/CD fly different aircraft. In single-MDS wings, deputies may perform this function if the principal incumbent is not qualified or not available.

4.2.4. The OG/CC will select, and designate in writing, all OGV flight examiners. Selection and designation will be annotated in the unit certification document, recorded in ARMS and reported in SEB minutes ([Attachment 2](#)).

4.2.5. The squadron commander will select, and designate in writing, squadron flight examiners. Selection and designation will be annotated in the unit certification document, recorded in ARMS and reported in SEB minutes ([Attachment 2](#)).

4.2.5.1. (Added-SJAFB) Flight Examiner Upgrade Program.

4.2.5.1.1. (Added-SJAFB) Upgrade requirements will be completed IAW the Flight Examiner Upgrade Checklist ([Attachment 13](#)).

4.2.5.1.2. (Added-SJAFB) With Chief of OGV concurrence, aircrew with previous Flight Examiner experience may have their upgrade modified to match their experience level. A sample waiver letter is included in [Attachment 14](#).

4.2.5.2. (Added-SJAFB) Designation of flight examiners will be documented on the unit's "Letter of X's" as well as an appointment memorandum.

4.2.6. For AFRC and ANG units:

4.2.6.1. The Air Force advisor may be designated as a flight examiner.

4.2.6.2. Air Technician (AT)/Air Reserve Technician (ART) /Active Guard and Reserve (AGR) serving in a military position that does not require maintaining mission ready/combat mission ready (MR/CMR) status may perform duties as a flight examiner.

4.3. Functions. Flight Examiners:

- 4.3.1. Conduct flight and EP evaluations as required.
- 4.3.2. Maintain qualification as instructors. **EXCEPTION:** Not required for senior flight examiners.
- 4.3.3. Maintain MR/CMR status as defined in AFI 11-2 MDS-Specific, Volume 1 AFIs, *MDS XX - Aircrew Training*. **EXCEPTIONS:** FTU, HHQ, senior flight examiners, and HHQ-designated test/evaluation units must maintain at least Basic Mission Capable (BMC) status.
- 4.3.3. (ACC) Flight examiners assigned to HHQ, 53 WG, 57 WG and ANG AFRC Test Center must maintain at least BMC status.
- 4.3.4. Administer evaluations only within their aircrew specialty/weapon system and will only evaluate those missions in which they maintain qualification. **EXCEPTION:** SPOT evaluations and where specifically authorized in AFI 11-2 MDS-Specific, Volume 2. MAJCOMs may establish procedures for flight examiners to administer evaluations outside of NAF/unit.
- 4.3.5. Conduct a thorough pre-mission briefing and post-mission debriefing for the examinee and applicable aircrew members on all aspects of the evaluation.
- 4.3.6. Immediately correct breaches of flying safety or flight discipline during an evaluation (this applies to all aircrew members). If this situation occurs, the flight examiner will also debrief unit supervision, as designated in the unit supplement, and if appropriate, document the deviation on an AF Form 8/8a.
 - 4.3.6.1. (Added-ACC) Reporting Deviations by Like/Unlike Specialty: Evaluators, conducting evaluations or performing FE, instructor, or aircrew duties must report aircrew members (within their aircraft or formation regardless of the individual's crew specialty) not receiving an evaluation who commit significant deviations from established procedures/directives to the Chief of OGV and unit supervision for necessary action. If the commander determines the deviation(s) warrant a downgrade or an overall Qualification Level 3, document the deviation(s) on an AF Form 8 IAW paragraph 7.5.
- 4.3.7. Immediately notify the examinee's squadron commander/operations officer and flight commander whenever Qualification Level 2 or 3 ("Q-2" or "Q-3") performance is observed.
- 4.3.7. (ACC) The Supervisor of Flying (SOF) is considered an appropriate substitute for unit supervisors in their absence.
- 4.3.8. Will not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM stan/eval organization of the examinee and approved by the MAJCOM stan/eval organization of the examiner.
- 4.3.8. (ACC) For integrated units, cross-component evaluations are approved and will be coordinated between the host unit and the associate unit at the OGV or group commander level or IAW their MOU.
- 4.3.9. (Added-ACC) Normally, flight examiners will not evaluate personnel they have primarily instructed or recommended for upgrade.

4.4. Senior Flight Examiner Program.

4.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft. Vice commanders and deputies may perform this function if the principal incumbent is not qualified or available.

4.4.2. NAF/CCs, OG/CCs, and OG/CDs that fly different aircraft from the OG/CC in multi-MDS wings, do not require, nor do they have to maintain, instructor certification or MR/CMR status. To become a flight examiner, NAF/CCs, OG/CCs, and applicable OG/CDs, must maintain BMC status and be flight examiner certified. For other than SPOT evaluations, Senior Flight Examiners will evaluate only events for which they are current and at a level for which they are qualified.

4.4.2. (ACC) Senior Flight Examiners will not perform instructor duties unless instructor qualified. Senior Examiners will not conduct initial or requalification instructor evaluations unless instructor qualified. Senior Examiner upgrade and documentation will be outlined in the unit supplement of the unit to which they are attached for flying.

4.4.2.1. (Added-SJAFFB) Senior Evaluators will complete a modified Flight Examiner upgrade based on their experience.

4.5. Requirement. Aircrew positions that do not require a flight phase evaluation do not require flight examiners.

Chapter 5

EVALUATIONS

5.1. General. The Aircrew Stan/Eval Program utilizes three types of evaluations to ensure qualification of aircrew members and standardization of operations. Aircrew qualification evaluations are administered periodically and documented on the AF Forms 8/8a to ensure aircrew qualification. EPEs are requisites for some aircrew qualification evaluations. Supplementary evaluations are unstructured tools to be used by the commander to ensure standardization of flying and other operations.

5.2. Aircrew Qualification Evaluations. Aircrew qualification evaluations consist of two structured phases, ground and flight. Each phase requires the completion of requisite tasks. The ground phase, when required, includes a series of examinations and evaluation of aircrew performance in a controlled emergency procedures environment. The flight phase includes an inflight or, if applicable, simulator evaluation of aircrew performance. **EXCEPTION:** For specialized aircrew qualified IAW Universal Qualification guidance see [paragraph 5.2.18](#).

5.2.1. Aircrew Qualification Evaluation Categories. There are five types of aircrew qualification evaluations. Periodic aircrew qualification evaluations are administered to ensure basic qualification in the MDS and crew position of an aircrew member (QUAL), qualification to operate in instrument meteorological conditions (INSTM, when applicable) and qualification to employ the MDS of the aircrew member in accomplishing the unit's operational mission (MSN). Evaluations are accomplished to ensure aircrew are certified and maintain instructor qualification (INSTR). Evaluation and certification of specific aircrew performance may also be accomplished (SPOT). Aircrew will complete the following types of aircrew certification evaluations as appropriate:

5.2.1. (ACC) Use of simulators for the flight phase of flight evaluations is not approved by HQ ACC, unless flight phases/events evaluated are coded SIMCERT 1.

5.2.1.1. QUAL Evaluations. All aircrew will complete a periodic QUAL evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 MDS-Specific Volume 2.

5.2.1.1.1. (Added-SJAFB) Flight Examiners will check the examinee's issued aircrew publications for currency and correctness during the EPE in any evaluation. Document the publications check on the ACC Form 8A.

5.2.1.2. INSTM Evaluations. All Air Force pilots (and other pilots flying operationally with the Air Force, e.g., exchange pilots) will maintain instrument qualification. **EXCEPTION:** Indoctrination flyers who fly under the provisions of AFI 11-401, *Aviation Management*; USAF Test Pilot School students; TG-series aircraft pilots; USAFA T-41 and T-51 pilots. **Note:** Pilots assigned to excepted aircraft who may also be assigned to other aircraft that are not excepted will maintain instrument qualification in non-excepted aircraft. To obtain/maintain instrument qualification, pilots must successfully complete a periodic INSTM evaluation.

5.2.1.2.1. A commander may revoke the instrument qualification of any pilot under his/her command who fails to maintain minimum instrument flying skills. To revoke

an instrument qualification for reasons not related to an evaluation, use the procedures in [Chapter 7](#) for a commander-directed downgrade.

5.2.1.2.2. A pilot with a revoked or expired instrument qualification may not fly as a pilot in aircraft in which instrument qualification is required except in a training program leading to requalification. Pilots in this situation must be in supervised status. (Does not apply to pilots in excepted situations listed in [paragraph 5.2.1.2](#))

5.2.1.2.3. **(Added-ACC)** The written instrument exam will be successfully completed as a requisite for the qualification evaluation for navigators/WSOs/EWOs with flight instruments used for navigation at their station. The instrument examination will consist of a minimum of 50 questions.

5.2.1.3. **MSN Evaluations.** All aircrew members maintaining MR/CMR or BMC aircrew status will complete a periodic MSN evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 MDS-Specific Volume 2. The MSN evaluation should reflect the type and difficulty of tasks required in the performance of normal operational and training sorties. The requirement for a MSN evaluation may be waived for those aircraft where performance of normal operational, test and training sorties involves tasks covered during the accomplishment of an INSTM and/or QUAL evaluation as specified in AFI 11-2 MDS-Specific Volumes 2. QUAL and MSN evaluations may be combined into a single evaluation as specified in AFI 11-2 MDS-Specific Volumes 2.

5.2.1.3.1. **(Added-ACC)** Units will determine the scope of these evaluations and adhere to the appropriate overall grading criteria in this volume. Tactical employment subareas will be evaluated and graded according to parameters in AFI 11-2MDS Volume 2.

5.2.1.3.2. **(Added-ACC)** BMC aircrew members will be evaluated on their ability to fly missions routinely performed by the examinee.

5.2.1.3.3. **(Added-SJAFB)** The 4 OG/CC goal is to fly 15% of Operational MSN Evaluations at night.

5.2.1.4. **INSTR Evaluations.** Aircrew members maintaining instructor qualification in a particular MDS aircraft must complete initial and periodic evaluations of instructional capability in that MDS aircraft. Specialized qualified, universally qualified, or multiple qualified aircrew maintaining instructor qualification in multiple similar aircraft will accomplish initial and periodic evaluations as specified in MAJCOM Supplements and/or AFI 11-2 MDS-Specific Volumes 2.

5.2.1.4. **(ACC)** The emphasis on an initial instructor evaluation should be placed on examinee demonstration of instructional ability. This does not preclude the update of a required periodic evaluation if all required flight phase requirements are completed during the instructor flight evaluation and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in paragraph 5.2.7. Label the evaluation appropriately (**EXAMPLE:** "INIT INSTR/MSN"). Do not add on missions (sorties) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs.

5.2.1.4.1. To initially qualify as an instructor in a particular MDS aircraft, the aircrew member must successfully complete an initial instructor (INIT INSTR) evaluation. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, another crewmember or the evaluator may serve as the student for the purpose of evaluating the examinee's instructional ability.

5.2.1.4.2. Periodic evaluation of the ability of aircrew members to instruct will be conducted during all subsequent periodic evaluations. The AF Form 8/8a Mission/Check description for these periodic evaluations will not include INSTR as the AF Form 8/8a aircraft/crew position is already annotated with highest qualification demonstrated during the previous evaluation (e.g. IB, IN, IP).

5.2.1.4.3. If instructor qualification is lost in an MDS aircraft, it may be regained through an instructor requalification evaluation (see [paragraphs 5.2.3.2.2 and 5.2.3.2.4](#)) as directed in AFI 11-2 MDS-Specific Volume 1.

5.2.1.5. **SPOT Evaluations –Flight or Ground (Optional).** A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic evaluation (e.g., INSTRM, QUAL, MSN or INSTR). SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation that begins as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all required flight phase requirements are completed during the SPOT eval and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in [paragraph 5.2.7](#) Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date and approves the additional flight time requirements. Evaluations not listed in [paragraphs 5.2.1.1 5.2.1.4](#) will be documented as SPOT evaluations. **Note:** When the flight examiner administering a SPOT evaluation is not qualified in the MDS and same crew position of the examinee, the evaluation will not be credited towards a periodic evaluation.

5.2.1.5.1. **(Added-ACC) FE Objectivity Evaluations.** An evaluation of the objectivity and skill of a lower echelon flight examiner in administering a flight/EP/ATD evaluation. Use SPOT as the type of evaluation under the Ground or Flight Phase, then explain in the mission description that the evaluation was a FE Objectivity Evaluation. Overall rating for this type of an evaluation will be either qualified (1) or unqualified (3).

5.2.1.5.1.1. **(Added-ACC)** The grading criteria in Attachment 11 (Added) will be used.

5.2.1.5.1.2. **(Added-ACC)** A qualified rating (1) indicates that the FE objectivity examinee complied with HHQ and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct grade for each evaluated area, awarded the appropriate overall grade and, if required, assigned appropriate additional training.

5.2.1.5.1.3. **(Added-ACC)** An unqualified rating (3) will be awarded when the flight examiner failed to satisfy the requirements of a qualification rating (1). The

certification of the lower level FE receiving and unqualified FE Objectivity Evaluation will be determined by the SQ/CC or OG/CC as applicable. The SQ/CC or OG/CC may, at his/her discretion issue a commander directed AF Form 8 for the examinee based upon the higher level FE recommendation.

5.2.1.5.2. (Added-SJAFB) Instructor Pilot Rear Cockpit Evaluation. Once obtained, rear cockpit landing qualification expiration will be aligned with the INSTM/QUAL evaluation period.

5.2.1.5.2.1. (Added-SJAFB) If the initial rear cockpit evaluation is completed as part of an Instructor upgrade program and occurs within the examinee's INSTM/QUAL eligibility period, the rear cockpit landing SPOT will be documented on the Instructor Form 8 and does not need to be evaluated a second time for the INSTM/QUAL evaluation.

5.2.2. Combined Aircrew Qualification Evaluations. To promote efficient use of flying resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the Flight Phase of the AF Form 8, e.g., QUAL/MSN or INSTM/QUAL/MSN. Evaluations in multiple crew positions will be addressed in MAJCOM supplements.

5.2.3. Aircrew Qualification Evaluation Prefixes. The following prefixes will be used, when applicable, to further describe the evaluations listed in [paragraphs 5.2.1.1 - 5.2.1.5](#):

5.2.3.1. Initial (INIT). The first evaluation of any type for a crew position or instructor qualification in an MDS (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

5.2.3.2. Requalification (RQ). An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency, a flight recheck following a failed periodic evaluation (see [paragraph 7.3.9](#) for ground rechecks), or loss of qualification due to a commander-directed downgrade.

5.2.3.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 8/8a Mission/Check description will be documented with an RQ prefix. **Note:** When expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see [paragraph 5.2.4](#)), the flight evaluation has successfully been completed within the eligibility period for an in-the-eligibility period evaluation or within the period listed in [paragraph 5.2.7.2](#) for an out-of-the-eligibility period evaluation, and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation or completed ground requisites as outlined in [paragraph 5.2.16](#), the AF Form 8/8a Mission/Check description will not be documented with an RQ prefix.

5.2.3.2.2. When loss of qualification is due to loss of currency, the evaluation profile will be as directed by the squadron commander and will include, as a minimum, those items for which the individual is non-current. The AF Form 8/8a Mission/Check description will be documented with RQ SPOT. See also AFI 11-202, Volume 1, *Aircrew Training*, for policy regarding loss of currency.

5.2.3.2.3. When loss of qualification is for failure to pass a flight evaluation, the recheck evaluation will be IAW the provisions of [paragraph 5.2.13](#). The AF Form 8/8a Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.4. When loss of qualification is due to a commander-directed downgrade (see [paragraph 7.4.8](#)), the evaluation profile will be as directed by the commander. The AF Form 8/8a Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.5. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.3.2.6. When requalification deals with instructor capability, the AF Form 8/8a Mission/Check description will be documented with RQ INSTR (not RQ SPOT).

5.2.3.3. **No-Notice (N/N).** A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be determined by the flight examiner and may be defined in supplements to this instruction. The intent is to preclude extraordinary preparation for the mission.

5.2.3.3.1. The no-notice evaluation program provides commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness.

5.2.3.3.2. An examinee may utilize a no-notice evaluation to update a QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [paragraph 5.2.7](#). If all requirements were not completed on the first flight, subsequent flights are authorized to complete required events. If the examinee elects not to update a QUAL/INSTM/MSN evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

5.2.3.3.3. **(Added-SJAFB)** The 4 OG/CC no-notice goal is 15% annually per squadron (permanent party only in the FTU squadrons). No-Notice evaluations should be distributed equally among evaluation types, crew position and crew qualification. Distribution will be tracked by OGV and reported in the SEB. Prior to the beginning of each new CY quarter, OGV will notify DOVs of their current progress toward this goal.

5.2.3.3.4. **(Added-SJAFB)** Squadron DOVs will produce a list of individuals recommended for No-Notice evaluations at the beginning of each quarter. Rationale may include, but is not limited to: recent upgrade status, downgrades on previous checkrides, recent commander-directed downgrade, acceptance of MR status from a previous assignment, or distribution amongst crew position/evaluation type.

5.2.3.3.5. **(Added-SJAFB)** Squadron DOVs should plan on executing No-Notice checkrides NLT the 3d month of an examinee's zone.

5.2.3.3.6. **(Added-SJAFB)** No-Notice notification should occur no-earlier than the beginning of normal mission planning, and no later than scheduled brief time.

5.2.3.4. **Simulator (SIM).** An evaluation where the flight phase requisite is conducted in a simulator.

5.2.3.5. **Multiple Prefixes.** More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes will be explained under Mission Description in the Examiner's Remarks (see [paragraphs 7.3.7.3](#) and [7.4.7.3](#)).

5.2.4. **Ground Phase Requisites.** The ground phase for periodic aircrew evaluations includes requisites listed below. See [Chapter 6](#) of this instruction for additional guidance on aircrew examinations.

5.2.4.1. **QUAL Evaluations.** Open book examination, closed book examination, Boldface/Critical Action Procedures (CAPs) examination / EPE (if applicable).

5.2.4.2. **INSTM Evaluations.** Instrument examination.

5.2.4.3. **MSN Evaluations.** As specified in AFI 11-2 MDS-Specific Volume 2.

5.2.5. **Flight Phase Requisites.** The flight phase for aircrew evaluations include execution in the MDS or, if applicable, a suitable simulator profile that will allow evaluation of aircrew performance. The profile used to fulfill the flight phase requisite must incorporate all appropriate requirements set in the applicable AFI 11-2 MDS-Specific Volume 2, and allow accurate measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training missions, be realistic, and incorporate current tactics applicable to the unit mission.

5.2.6. **Timing of Aircrew Qualification Evaluations.**

5.2.6.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the flight phase was successfully flown (e.g. a periodic evaluation in which the flight phase was completed on 9 Oct 04 expires on 31 Mar 06.).

5.2.6.2. **Scheduling.** Schedule periodic evaluations in the eligibility period (six-month period prior to expiration date).

5.2.6.2.1. **(Added-SJAFB)** At the beginning of each month, DOVs will post a copy of the PEX zone management printout (or suitable alternative) on the Stan/Eval bulletin board for aircrew reference.

5.2.6.2.2. **(Added-SJAFB)** Squadron DOV will provide a copy of the zone management printout (or suitable alternate) to the SQ/CC and Scheduling.

5.2.6.2.3. **(Added-SJAFB)** When an individual enters the eligibility periodic for a periodic evaluation, squadron DOV will notify the individual and their Flt/CC via email, assign any PEX requisite tests to the individual, and may assign a Go/No-Go date IAW squadron policy.

5.2.6.2.4. **(Added-SJAFB)** At the beginning of each month, DOV will build a Checkride in Progress (CIP) folders for all individuals entering their eligibility period. CIP folders will contain EPE and Flight ACC Forms 8A and a Draft AF Form 8 (scratch and sniff). CIP folders will be kept in six hanging file holder/in-containers,

with each folder representing a month of the zone, and will be moved up one folder at the beginning of each month.

5.2.6.3. Extended Evaluations. Periodic evaluations may be extended on a case-by-case basis according to the following criteria:

5.2.6.3.1. Squadron Commander-Extended Evaluations. Squadron commanders may extend the expiration date of periodic evaluations up to three months for the reasons listed below.

5.2.6.3.1.1. Individuals assigned PCS/PCA to a non-flying assignment.

5.2.6.3.1.2. Individuals departing PCS or TDY for retraining in another aircraft type.

5.2.6.3.1.3. Individuals undergoing unit aircraft conversion.

5.2.6.3.1.4. Individual removal from active flying status (e.g. separation or retirement from the Service).

5.2.6.3.1.5. Individuals participating in real world operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment. This will be on a case-by-case basis and is not authority to grant blanket extensions for scheduled operational deployments.

5.2.6.3.1.5. (ACC) This also includes unavailability of aircraft/assets due to deployments in support of real world operations.

5.2.6.3.2. For squadron commanders and above, the approval authority is the next commander in the member's flying chain of command, with the concurrence of the member's immediate supervisor, IAW the guidance provided in [paragraph 5.2.6.3.1](#). For individuals not assigned to a MAJCOM, AF/A3O-A is the approval authority.

5.2.6.3.3. HHQ-Extended Evaluations. HQ USAF/A3O-A may authorize the extension of expiration dates of periodic aircrew qualification evaluations.

5.2.6.3.4. Documentation. Document extensions with a memorandum for record (MFR) placed in Section II of the FEF specifying extension authority, the new expiration date, and include a brief description of the extension.

5.2.6.3.4.1. Extension MFRs will be dated prior to the expiration date of any affected periodic evaluation.

5.2.6.3.4.2. File the MFR on top of the affected AF Form 8/8a in Section II of the FEF.

5.2.6.3.4.3. Requisites not completed during original eligibility period must be completed prior to extended expiration date indicated on the MFR.

5.2.6.3.4.4. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a. Example: If an

evaluation was extended based on an HHQ waiver, an MFR will remain in the FEF until such time as the next evaluation is completed. That waiver reference is commented on in para D of the Form 8/8a.

5.2.6.4. Requirements Before Permanent Change of Station/Temporary Duty. If a periodic evaluation will expire within three months after the proposed departure for a Permanent Change of Station (PCS) to a flying assignment in the same aircraft MDS, or during an upcoming Temporary Duty (TDY) (flying or non-flying), complete the required evaluation(s) before departing for either the PCS flying assignment or the TDY. Obtain a MAJCOM stan/eval waiver for unusual situations.

5.2.7. Requisite Completion. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-2 MDS-Specific Volume 2. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation. See also [paragraph 5.3.1](#). For aircrew possessing multiple instrument qualifications, the instrument exam may count for separate evaluations provided the instrument exam occurs for each evaluation IAW the provisions of [paragraphs 5.2.7.1](#) and [5.2.7.2](#). For all evaluations, accomplish requisites as follows:

5.2.7.1. In-the-Eligibility Period. For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the six-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

5.2.7.1.1. (Added-SJAFB) The 4 OG goal is to have requisites complete by the end of the 4th month of the eligibility period, with the flight complete by the end of the 5th month. Squadrons may set more conservative requirements than these.

5.2.7.2. Out-of-the-Eligibility Period. For periodic evaluations outside the eligibility period, all requisites must be completed within a six-month period encompassing the month in which the flight evaluation was administered. **EXCEPTION:** For extended evaluations, requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.2.7.3. Recheck. For evaluations used to remedy a failed evaluation:

5.2.7.3.1. Requisites that were valid for a failed evaluation per [paragraph 5.2.7.1](#) or [5.2.7.2](#) remain valid, IAW [paragraph 5.2.13.1](#)

5.2.7.3.2. Valid requisite completion dates from the Q-3 AF Form 8/8a will not be annotated on the recheck AF Form 8/8a. The recheck AF Form 8/8a will only include documentation of the flight phase evaluation, unless requisites were not completed or are required to complete the recheck. If the flight recheck is completed prior to completion of required requisites, delay completion of the AF Form 8/8a until requisites are complete and enter the requisites on the recheck AF Form 8/8a.

5.2.8. Alternate Means of Evaluation. When in-flight evaluation of a required area is not possible, the area may be evaluated verbally or in an Aircrew Training Device (ATD). Flight examiners will make every effort to evaluate all required areas in-flight before resorting to

this option. See the appropriate AFI 11-2 MDS-Specific Volume 2, for areas prohibited from verbal/ATD evaluation.

5.2.9. Evaluation Criteria Source. The MAJCOM designated as lead command in AFD 10-9, in coordination with other user commands, will establish and maintain standardized INSTM, INSTR, MSN and QUAL evaluation criteria in the appropriate AFI 11-2 MDS-Specific Volume 2. The lead command is responsible for coordinating the establishment of:

5.2.9.1. Areas/subareas to be used for documenting required evaluations including those required and critical for evaluation completion. These areas/subareas will be arranged into general and specific evaluation areas. Where required, mission areas/subareas will be further subdivided into general and specific mission areas.

5.2.9.2. An area containing criteria for Publications Check. This is required for QUAL evaluations and may be accomplished on other evaluations.

5.2.9.2.1. Each aircrew member is responsible for required flight publications as outlined in applicable AFI 11-2 MDS-Specific series publications.

5.2.9.2.2. Satisfactory performance requires individual flight publications be current and properly posted. In units that do not issue individual aircrew publications, aircrew members are still responsible for the accuracy and currency of all publications required for the mission.

5.2.9.3. Cockpit/Crew Resource Management (CRM) evaluation criteria in the appropriate areas/subareas. Use AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and MAJCOM supplements (as applicable).

5.2.9.4. Criteria to ensure operations comply with National Airspace System (NAS) rules and procedures. Must specifically ensure compliance with minimum safe maneuvering speeds below 10,000 ft MSL and NAS awareness in all areas of mission planning and flight operations.

5.2.10. Grading System. A two-tiered grading system is used to evaluate and document aircrew performance. On one level, individual scores are recorded for examinations while areas/subareas of aircrew performance are individually graded against established evaluation criteria. Performance less than fully qualified is documented. On the second level, an overall qualification level is determined from the compilation of these individual scores/grades.

5.2.10.1. Area/Subarea Grades. AFI 11-2 MDS-Specific Volumes 2 will establish areas and subareas to be evaluated during emergency procedure and other evaluations - to include the appropriate grading criteria for those areas/subareas. Areas/subareas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. Discrepancies will be documented against the listed subareas.

5.2.10.1.1. Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed aircrew duties within the prescribed tolerances, and accomplished the assigned mission.

5.2.10.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize flight safety.

5.2.10.1.3. U indicates a breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised flight safety. An examinee receiving an area/subarea grade of U normally requires additional training. When, in the judgment of the flight examiner, additional training will not constructively improve examinee's performance, it is not required. In this case, the flight examiner must thoroughly debrief the examinee.

5.2.10.2. **Critical Area.** The lead MAJCOM is responsible for the establishment of evaluation areas that, upon failure, would most adversely affect the qualification of an aircrew member. Critical areas include, but are not limited to, Airmanship, Flight Discipline and Safety. Grade all critical areas as either Qualified (Q) or Unqualified (U).

5.2.10.3. **Qualification Levels.** EPEs and overall evaluation performance are graded by qualification levels as follows:

5.2.10.3.1. **Qualification Level 1 (Q-1).** The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, and may be awarded when discrepancies are noted if:

5.2.10.3.1.1. The discrepancies resulted in no U grades being given in any area(s)/subarea(s).

5.2.10.3.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Qualification Level 1.

5.2.10.3.1.3. All discrepancies noted during the evaluation were cleared during the debrief of that evaluation.

5.2.10.3.2. **Qualification Level 2 (Q-2).** The aircrew member demonstrated the ability to perform duties safely, but:

5.2.10.3.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

5.2.10.3.2.2. A non-critical area/subarea grade of U was awarded.

5.2.10.3.2.3. In the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

5.2.10.3.3. **Qualification Level 3 (Q-3).** The aircrew member demonstrated an unacceptable level of safety, performance or knowledge.

5.2.10.3.3.1. An area grade of U awarded in a critical area requires an overall Q-3 for the evaluation.

5.2.10.3.3.2. An overall Q-3 can be awarded if, in the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

5.2.10.4. **Boldface/CAPs.** Grade Boldface/CAPs examinations as either Qualified (Q) or Unqualified (U).

5.2.10.5. **Written, Computer Based, or Electronic Examinations.** Grade written, computer based, or electronic examinations as a percentage of correct answers. See [paragraph 6.4.4.1](#) for minimum passing grade criteria.

5.2.11. Grading Policies.

5.2.11.1. **Requisite Examinations.** The flight examiner will consider performance on requisite examinations in assigning the overall qualification level.

5.2.11.2. **Performance Areas/Subareas.** Use the two-level (Q/U) or three-level (Q/Q-/U) grading system when applying the grading criteria definitions specified in the applicable AFI 11-2 MDS-Specific Volume 2, to grade areas/subareas.

5.2.11.2.1. The flight examiner must grade the areas/subareas listed as “required” in the general and specific evaluation sections of the applicable AFI 11-2 MDS-Specific Volume 2.

5.2.11.2.2. The flight examiner will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or flight safety.

5.2.11.2.3. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.2.11.2.4. Minor momentary deviations from grading criteria tolerances are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall area/subarea grade.

5.2.11.2.5. The flight examiner may further identify an area/sub-area as “Commendable” if, in the examiner’s determination, the aircrew member has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the examiner’s remarks section of the AF Form 8/8a.

5.2.11.3. Overall Qualification Levels.

5.2.11.3.1. The overall qualification level awarded on an evaluation is based on performance during both the flight and ground phases. An overall grade of Q-1 or Q-2 will be awarded only after all evaluation requirements have been completed and given due consideration. An overall grade of Q-3 may be awarded at any time.

5.2.11.3.2. To receive a qualified grade on an evaluation, the aircrew member must satisfy the criteria set forth in the applicable AFI 11-2 MDS-Specific Volume 2, and demonstrate ability to operate the aircraft and/or equipment safely and effectively during all phases of an evaluation.

5.2.11.3.3. Overall qualification grades will be a cumulative process. While AFI 11-2 MDS Specific Volume 2 guidance may dictate the highest grade for a flight or EPE based on area and subarea performance, flight examiner judgment will always be the determining factor in deciding the overall qualification level.

5.2.11.3.4. **(Added-SJAFB)** After a flight evaluation, if the Flight Examiner has determined that an overall grade of Q-2 or Q-3 will be awarded, notification of the

commander, operations officer or operations supervisor is required prior to debrief. If during the debrief it appears that the examinee may receive a Q-2 or Q-3, the Flight Examiner will cease debriefing to inform the commander, operations officer or operations supervisor.

5.2.11.4. **Exceptionally Qualified Designation.** An exceptionally qualified designation may be awarded by the flight examiner. The designation can only be applied to the total evaluation - not to separate requisites. The designation may be awarded when:

5.2.11.4.1. The aircrew member has demonstrated exceptional skill and knowledge in all phases of the evaluation;

5.2.11.4.2. The aircrew member has not failed any requisite and;

5.2.11.4.3. The aircrew member received a qualified grade with no remedial action on all areas/subareas evaluated during emergency procedures and flight evaluations.

5.2.12. **Remedial Action.** All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance. Remedial action includes debriefing discrepancies and/or assignment of additional training. See [paragraph 5.2.13](#) when discrepancies result in failure to pass a flight evaluation.

5.2.12.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in paragraph B of the Examiner’s Remarks section of the AF Form 8/8a Comments.

5.2.12.2. **Additional Training.** Any training recommended by a flight examiner to remedy deficiencies identified during an evaluation.

5.2.12.2. (ACC) Units will outline procedures for ensuring additional training is accomplished in the unit supplement to this volume.

5.2.12.2.1. Additional training may include self-study, ground instruction, use of a simulator or flying. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency.

5.2.12.2.1.1. (Added-SJAFB) On evaluations requiring additional training, DOV will complete the letter in [Attachment 15](#) of this document and forward a copy to 4 OG/OGV. The letter will be maintained in the individual’s FEF until completion of the Form 8.

5.2.12.2.2. Additional training is documented in paragraph C, Recommended Additional Training, under Examiner’s Remarks in the AF Form 8/8a Comments section. Description of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or instructor.

5.2.12.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 8/8a (see [paragraphs 7.3.5.5](#) and [7.4.5.5](#)).

5.2.12.2.4. The flight examiner or instructor who completed the additional training will sign as the Certifying Official under Additional Training, Section II, verifying completion of all assigned training as documented in paragraph C, Recommended Additional Training, under Examiner's Remarks.

5.2.12.2.5. Commanders will ensure required additional training is completed. Accomplish additional training by the last day of the third month following the date of the discrepancy, e.g., for an evaluation on 21 Jan 06, additional training must be accomplished by 30 Apr 06. If an aircrew member exceeds the allotted time for completion of additional training, the squadron commander will review the situation and direct appropriate action. Document the circumstances with an MFR placed in Section II of the FEF of the affected individual. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFRs from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

5.2.13. Failure to Pass a Flight Evaluation.

5.2.13.1. **Recheck.** If an aircrew member fails a flight evaluation, a successful flight or ground recheck must be completed by the end of the third month after the date of the first failure, e.g. for an evaluation on 20 Jun 07, complete the recheck by 30 Sep 07. A recheck is successfully completed when the aircrew member performs to Q criteria (Q or Q-/debriefed) for each area graded U. OG/CCs may approve waivers to the time limits in this paragraph on a case-by-case basis. Document such action with an MFR placed in Section II of the FEF. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a. Every reasonable effort must be made to requalify the individual. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required. The flight examiner that administered the original check will not normally administer the recheck.

5.2.13.2. **Status Downgrade.** Downgrade aircrew members receiving a Q-3 INSTM, QUAL or MSN evaluation to non-mission ready (NMR)/non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) status, as applicable. For instructor evaluations, aircrew status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas.

5.2.14. **Restrictions.** When called for by this instruction or deemed necessary in the judgment of the flight examiner, flight restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

5.2.14.1. Restrictions should address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions.

5.2.14.1.1. Substandard performance in any area/subarea may require restrictions to ensure operational safety or mission accomplishment.

5.2.14.1.2. If defined in the MDS specific Volume 1 and/or Volume 2, formal schoolhouses will include restrictions on the AF Forms 8 for any core item not accomplished due to training limitations, regardless if the method of qualification is by evaluation or instructor certification. Under no circumstance will aircrew perform core items in which they are not qualified unless under the direct supervision of an instructor. In this case, MDS specific guidance will set the time requirement for completion of additional training.

5.2.14.2. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of the AF Form 8/8a Comments. Restrictions associated with failed requisite examinations will not be documented on the AF Form 8/8a.

5.2.14.3. Restrict aircrew receiving a Q-3 on an evaluation until a successful evaluation is completed:

5.2.14.3.1. For QUAL evaluations, place the examinee on supervised status in the aircraft in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft. For specialized qualified, universally qualified, or multiple qualified aircrew maintaining qualification for similar duty in multiple aircraft, AFI 11-2 *MDS-Specific* Volumes 2 may direct supervised status in all aircraft in which the individual maintains qualification.

5.2.14.3.2. For INSTM evaluations, restrictions apply to all aircraft in which the examinee is required to maintain instrument qualification.

5.2.14.3.3. MSN Evaluation. The examinee may perform basic qualification/instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.2.14.3.4. INSTR Evaluation. Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

5.2.15. **Supervised Status.** If unsatisfactory performance or restriction requires the aircrew member be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the squadron commander (or equivalent) and as specified in AFI 11-2 MDS-Specific Volume 1. Supervision will be accomplished by instructors or designated supervisors (as specified in AFI 11-2 MDS-Specific Volume 1) qualified in the specific aircrew position.

5.2.16. **Failure to Complete an Evaluation within the Required Period.** If an aircrew member fails to complete an evaluation (either ground phase or flight phase) within the eligibility period for an in-the-eligibility period evaluation or within the period listed in [paragraph 5.2.7.2](#) for an out-of-the-eligibility period evaluation, the aircrew member loses the qualification covered by the evaluation and the restrictions of [paragraph 5.2.14.3](#) apply. Qualification may be re-established by administering a requalification evaluation (see [paragraph 5.2.3.2](#)) or by completion of the delinquent evaluation. OG/CCs may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with an MFR placed in Section II of the FEF. Incorporate the information contained in the MFR onto the affected AF Form

8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

5.2.17. Multiple Qualification. Multiple qualification guidance applies to aircrew members who maintain qualification in two or more mission design series aircraft. When differences between series aircraft in the same MDS are great enough, the lead MAJCOM, in coordination with using MAJCOMs, will identify requirements for separate qualification requirements. When separate qualification is not required, document certification in different MDS series using AF Form 1381, *USAF Certification of Air Crew Training*, or AF Form 4348, *USAF Aircrew Certifications*. MAJCOMs may approve use of a unit certification document signed by an authorized official (such as a Letter of X's).

5.2.17.1. Documentation. Document MAJCOM authority for multiple qualification, including a list of aircraft in which qualification will be maintained, in an MFR placed in Section II of the FEF. (For Air Force Materiel Command [AFMC], MAJCOM authority may be delegated, but not lower than wing commander.) See AFI 11-202, Volume 1, for additional guidance.

5.2.17.2. Instrument Evaluation. Pilots need only complete an INSTM evaluation, to include requisites, in one of the aircraft in which they maintain qualification as specified by the authorizing MAJCOM unless additional INSTM evaluation requirements are directed by the MAJCOM in its supplement to this instruction.

5.2.17.2. (ACC) Aircrew members will accomplish the instrument evaluation in their primary aircraft. **EXCEPTION:** U-2 aircrew members will accomplish the instrument evaluation as outlined in AFI 11-2U-2V2, U-2--*Aircrew Evaluation Criteria*.

5.2.17.3. Qualification and Mission Evaluations. All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each mission design series aircraft according to applicable AFI 11-2 MDS-Specific Volumes 2. When specified IAW [paragraph 5.2.17](#), QUAL and MSN evaluations are required for different series aircraft in the same MDS.

5.2.17.4. Failure to Pass a Flight Evaluation. A Q-3 on an INSTM evaluation results in a downgrade in all aircraft flown in which instrument qualification is required. A downgrade resulting from a Q-3 in QUAL or MSN evaluation applies only to the aircraft for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft.

5.2.18. Universal Qualification. Universal qualification guidance applies to specialized aircrew who maintain qualification in two or more mission design series aircraft where qualification is attained/maintained via a minimum of a ground phase examination. MAJCOMs may require a flight phase evaluation. AE crewmembers require a ground and flight phase evaluation, IAW AFI 11-2AE, Volume 2. The flight phase evaluation, when required, may be accomplished on any of the aircraft in which the aircrew member is either gaining or maintaining qualification, and will update qualification on all aircraft listed on the specialized aircrew member's Aeronautical Order (AO). MAJCOMs may specify additional ground phase requisites.

5.2.18.1. **Applicability.** Specialized aircrew may gain/maintain aircraft qualification IAW Universal Qualification guidance. MAJCOMs will identify Universal Qualified crewmember eligibility in the MAJCOM supplement to this AFI.

5.2.18.1.1. **(Added-ACC)** The following specialized aircrew are authorized to maintain qualification in two or more mission design series aircraft IAW Universal Qualification guidance: Flight Surgeons, Combat Rescue Officers, Pararescuemen, Aerial Still Photographers, and Aerial Broadcasters.

5.2.18.2. **Documentation.** Specialized aircrew qualifications maintained under Universal qualification guidance will be documented on an AF Form 8a, IAW [paragraph 7.4](#) AECM qualification will be documented using AF Form 8, IAW [paragraph 7.3](#) Flight surgeon qualification may be documented using either AF Form 8 or AF Form 8a, IAW [paragraph 8.2.8](#) or [paragraph 8.2.9](#).

5.2.18.3. **Qualification and Mission Evaluations.** All aircrew qualifications maintained under Universal Qualification guidance are considered a QUAL evaluation. A MSN evaluation may be directed by applicable AFI 11-2 MDS-Specific Volumes 2 and/or MAJCOM supplement to this Instruction. MSN evaluations, when required, will include a flight phase evaluation in one MDS that the Specialized Aircrew member maintains qualification.

5.2.18.4. **Failure to Pass a Requisite/Flight Evaluation.** Failure of universally qualified aircrew members to pass a ground requisite or flight phase evaluation results in loss of applicable aircraft qualification, IAW MAJCOM supplement and AFI 11-2 MDS-Specific Volumes 2.

5.2.19. **Aircrews Flying in Non-US Air Force Aircraft and with Non-US Air Force Units.** Aircrew members authorized to perform duties in non-US Air Force aircraft IAW AFI 11-401, or on duty with or attached to non-US Air Force units for flying, abide by host service or host country guidance, except for the requirement to maintain a current physical and review their flight records according to AFI 11-202, Volume 1. They do not necessarily abide by USAF guidance, including AFI 11-202, Volume 2, and AFI 11-2 MDS-Specific Volume 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. The restrictions in [paragraph 5.2.14](#) of this instruction apply to such individuals until successful evaluations are completed.

1. MAJCOMs may approve exceptions to requirements for returning aircrew members to complete applicable requisites and expired USAF evaluations, if, after case-by-case review, they determine non-USAF evaluations are equivalent to applicable AFI 11-2 MDS-Specific Volume 2 evaluations. Document such action with an MFR placed in Section II of the FEF on top of the non-USAF AF Form 8 equivalent.

2. Air Force units that use non-US Air Force aircraft to execute an Air Force flying program will comply with current Air Force guidance, unless excepted by proper authority. See AFI 11-401 for definitions of Air Force and US Government aircraft.

5.3. Emergency Procedures Evaluations.

5.3.1. **Scope.** Evaluate an aircrew member's knowledge of MDS-Specific EPs and systems knowledge for all QUAL evaluations; evaluate MSN specific emergency procedures and systems knowledge during MSN evaluations. Only one EPE needs to be accomplished for each combined evaluation (i.e., one EPE for a QUAL/MSN or INSTM/QUAL/MSN evaluation). A single EPE may be used for separate evaluations (e.g. a MSN and INSTM/QUAL eval). The combined EPE must be of a scope and duration to cover required areas and must be within the requisite zone for each evaluation.

5.3.2. **Satisfactory Performance.** Satisfactory performance for EPEs requires taking the proper action in the correct sequence, not a verbatim response. Each aircrew member is responsible for the Boldface/CAPs applicable to their crew position.

5.3.3. **Content and Administration.** AFI 11-2 MDS-Specific Volumes 2 will specify contents of EPEs, grading areas to be evaluated, grading criteria and whether EPEs may be done inflight, in an ATD, or verbally.

5.3.3.1. **(Added-SJAFFB)** MSN EPEs will use any of the OGV developed MSN EPE profiles in the MTC. FTU Instructor MSN EPEs may also simulate any student syllabus mission. Mission EPEs should be scheduled as a two-ship.

5.3.3.2. **(Added-SJAFFB)** INSTM/QUAL EPEs may utilize any database available in the MTC.

5.3.3.3. **(Added-SJAFFB)** If the MTC is not available, utilize the IATs located in the 4 TS building. Table-top EPEs will be used as a last resort only.

5.3.4. **Grading.** The flight examiner will assign an EPE grade 1, 2, or 3 (Qualification Level 1, 2, or 3) in the Qualification Ground Phase block of the AF Form 8/8a, regardless of whether all or a portion of the EPE was performed inflight.

5.3.5. **Additional Training.** For an EPE requiring additional training, the flight examiner will indicate if the additional training will be accomplished before next flight under restrictions in the Comments block of the AF Form 8/8a.

5.3.5.1. **(Added-SJAFFB)** Documentation of additional training will be IAW paragraph 5.2.12.2.

5.3.6. **Boldface/CAPs Failure.** An incorrect response to a Boldface/CAP situation during an EPE requires an unqualified (3) EPE grade. An aircrew member who receives a 3 grade as a result of Boldface/CAPs error will not fly again until a successful reevaluation is accomplished.

5.3.7. **Unqualified EPE.** An examinee receiving an unqualified EPE grade (3) will be placed on supervised status until a successful reevaluation is accomplished.

5.3.8. **(Added-ACC)** Unusual attitude recovery procedures will be evaluated during all emergency procedures evaluations and will be defined in each AFI 11-2MDS Volume 2.

5.3.9. **(Added-ACC)** EPE discrepancies will be recorded on ACC Form 8a or suitable alternate. These will be kept on file until the AF Form 8 is completed.

5.4. Supplementary Evaluations. Supplementary evaluations are administrative tools used by a commander to identify and evaluate implemented solutions to operational problems. These evaluations are most often administered as inspections (using specifically prepared checklists)

where results are reported to the commander. The form and content of supplementary evaluations is at the discretion of the commander.

5.4.1. Supplementary evaluations are not aircrew qualification evaluations.

5.4.1.1. **(Added-ACC)** Supplementary evaluations should examine the effectiveness of unit operational procedures and training programs. They may be used as an effective means of validating the effectiveness of evaluation trend corrective actions.

5.4.2. Commanders will determine evaluated areas. The stan/eval function will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

5.4.2.1. **(Added-SJAFB)** OGV will forward supplemental evaluation recommendations to the OG/CC whenever any trend (in-flight or ground) is identified. OGV may also designate periodic supplemental evaluations IAW the continuity book maintained in OGV.

5.4.2.2. **(Added-SJAFB)** Squadron DOV functions may conduct supplementary evaluations within their specific unit. When a squadron level Supp Eval is conducted, DOVs will inform OGV of the subject and results for consideration as a Group level Supp Eval.

5.4.3. Individuals other than flight examiners, as determined by the OG/CC, may conduct supplementary evaluations.

5.4.4. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations should not be all-encompassing, nor result in the assignment of an overall rating for any specific aircrew member, nor be documented on an AF Form 8/8a.

5.4.5. Supplementary evaluation results will be documented in SEB minutes.

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The aircrew examination program measures aircrew member knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system through the administration of written, computer-based or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

6.2. Scope. This chapter applies to rated (pilots, navigators, and air battle managers), career enlisted aviator (CEA), and non-rated X-prefix AE aircrew. For Flight Surgeons (rated) and non-rated aircrew (K-, Q-, or other X-prefix Air Force Specialty Code), see [Chapter 8](#). The examination program in this chapter includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification open book and closed book examinations, instrument examinations and Boldface/CAPs examinations as described in [paragraph 5.2.4](#). The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate master question files.

6.3. Administrative Procedures.

6.3.1. Program Documentation. Units will describe the unit aircrew examination program in the unit supplement to this instruction.

6.3.1. (ACC) ACC units will use the Patriot Excalibur (PEX) Stan/Eval module for program management.

6.3.2. Computer Based or Electronic Examinations. Computer based or electronic information management tools may fulfill the requirement for examinations as outlined in this instruction.

6.3.3. Retention of Examination Records. The stan/eval function will retain graded exam answer sheets/computer records until the AF Form 8/8a is completed.

6.3.4. Examination Question Review. The stan/eval function will review all MQFs, secure question banks, and prepared exams for accuracy annually and after any changes in source documents. If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document their procedures for reviewing and updating MQFs and prepared exams in their unit supplement to this instruction.

6.3.4.1. (Added-SJAFB) OGV will review MQFs and SQBs during December of each year, or whenever Technical Order or MQF changes are distributed.

6.3.5. End-of-Course Examinations. FTUs administering USAF Formal School courses listed in the *Air Force Education and Training Course Announcement (ETCA)* database (<https://etca.randolph.af.mil/>) may use end-of-course (EOC) examinations to fulfill the requirements of the open book, closed book and Boldface/CAPS (if applicable) requisite examinations.

6.3.5.1. The stan/eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead command to ensure the EOC examination meets the requirements of

this instruction and AFI 11-2 MDS-Specific Volumes 2 before awarding credit for requisite completion.

6.3.5.2. EOC examination test questions do not need to incorporate MAJCOM MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.3.5.3. All EOC examinations that fulfill the requirements of requisite examinations will be graded according to [paragraph 6.4.4.1](#) and entered on the AF Form 8 according to [paragraph 7.3.5.1](#).

6.4. Requisite Examinations. Aircrew members will complete open book, closed book and Boldface/CAPs examinations (if applicable) as requisites for periodic QUAL evaluations (see [paragraph 5.2.4.1](#)), instrument examination as requisite for periodic INSTM evaluations (see [paragraph 5.2.4.2](#)), and any other examinations required by the appropriate AFI 11-2 MDS-Specific Volume 2 (see [paragraph 5.2.4.3](#)).

6.4.1. Requisite Examination Management. With the exception of written Boldface/CAPs examinations, maintain either requisite examinations for each crew position or generate a unique test for each aircrew member requiring an exam.

6.4.1.1. If requisite examinations are maintained for each crew position:

6.4.1.1.1. Units are required to develop and control a minimum of two requisite examinations for each crew position.

6.4.1.1.2. Units having ten or fewer members per crew position require only one examination.

6.4.1.1.3. When different crew positions are responsible for the same information, units are not required to maintain separate examinations for each crew position.

6.4.1.1.4. Change a minimum of 50 percent of the questions on requisite examinations each calendar year.

6.4.1.2. If a unique test is generated for each aircrew member requiring an exam:

6.4.1.2.1. Units may use MAJCOM-approved software for test creation.

6.4.1.2.1.1. **(Added-SJAFOB)** OGV will use Patriot Excalibur (PEX) software to generate Open and Closed Book tests. OGV members will review the test before it is approved for use in PEX.

6.4.1.2.1.2. **(Added-SJAFOB)** OGV will produce two versions each of the Closed and Open Book tests (version A as the primary, version B for re-examinations following failures). Additionally, OGV will produce two versions each of the Closed and Open Book tests specific to FTU students.

6.4.1.2.1.3. **(Added-SJAFOB)** FTU student Academic Tests will not count as QUAL evaluation requisites.

6.4.1.2.1.4. **(Added-SJAFOB)** Permanent Party Aircrew will test at OGV using PEX generated tests to the maximum extent possible.

6.4.1.2.1.5. **(Added-SJAFOB)** FTU students will test using paper copies of the

Open and Closed book tests supplied by OGV to the DOV shop of the FTU squadron. DOV shops will maintain security of the paper copy of the FTU Open and Closed book A and B tests. DOV will grade all FTU tests and record test results in PEX for Form 8 processing.

6.4.1.2.1.6. **(Added-SJAFB)** FTU DOV will use student test results data for FTU trend analysis.

6.4.1.2.2. Requisite exam databases will contain a sufficient number of questions to ensure a probability of no more than 50 percent duplication of questions for each test generated.

6.4.2. **Examination Security.** Stan/eval personnel will maintain positive control of all requisite exams, applicable answer sheets and associated computer based/electronic media. **EXCEPTION:** Requisite Open-book Flight Surgeon examination will be maintained by AFMOA/SG3P.

6.4.2.1. **(Added-SJAFB)** An OGV member will be present to proctor tests administered via PEX. Test-specific computers will be made available for examinees to utilize in the OGV office. When no member of OGV is present, the office will be locked.

6.4.3. **Grading Policy For Examinations.**

6.4.3.1. **Minimum Passing Grade.** The minimum passing grade for Boldface/CAPs exams is 100 percent. The minimum passing grade for all other stan/eval requisite examinations is 85 percent - corrected to 100 percent.

6.4.3.2. **Requisite and Boldface/CAPs Examination Grading Restriction.** Units will grade all completed requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight. In the unit supplement to this instruction describe how this restriction is enforced.

6.4.3.2.1. **(Added-SJAFB)** PEX software assigns a grade immediately upon completion of the requisite exam. If a paper copy of the examination is administered, the OGV member proctoring the exam will grade it immediately upon completion.

6.4.3.2.2. **(Added-SJAFB)** Paper copies of test answer sheets may be destroyed once the test data has been entered into PEX.

6.4.4. **Examination Question Sources.**

6.4.4.1. **Open Book Requisite Exam.** Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission. The open book subject areas and the publications used to generate the exam will be made available to aircrew. Each unit may develop an open book secure question bank (SQB) that serves as the source for some or all of the open book examination questions. Do not distribute the SQB to unit aircrews and safeguard it in the same manner as any other required stan/eval examination. Electronic publications may be used for open book examinations.

6.4.4.1.1. **(Added-ACC)** The emphasis of open book exams is on technical orders, manuals, handbooks or instructions that may not require immediate recall or are not regularly referenced.

6.4.4.1.2. **(Added-ACC)** Each unit will develop a Secure Question Bank (SQB).

6.4.4.1.3. **(Added-ACC)** Do not select open book questions from any closed book MQF.

6.4.4.1.4. **(Added-SJAFB)** Open Book examination question sources are T.O. 1F-15E-1, 1F-15E-1-1, 1F-15E-34-1-1, 1F-15E-34-1-2, 1-1M-34, AFI 11-214 and AFI 11-2F-15EV3I.

6.4.4.2. **Closed Book Requisite Exams.** Closed book questions will come from MQFs. These questions will emphasize system knowledge and information necessary for safe flight and mission accomplishment.

6.4.4.2. **(ACC)** Major emphasis of closed book requisite exams will be on aircraft systems and mission knowledge that the aircrews must immediately recall while airborne and key information from publications not available in-flight.

6.4.4.2.1. MDS-Specific MQFs. Lead command MAJCOMs will ensure MDS-Specific MQFs containing approved questions for closed book testing are available for MAJCOM use and distribution to applicable aircrew.

6.4.4.2.1.1. The highest organization with a stan/eval function (NAF or unit) may develop, maintain and publish MQFs for weapons systems without MAJCOM expertise. That organization will submit these MQFs to the MAJCOM for approval prior to their publication.

6.4.4.2.1.2. MAJCOM OPRs will review MQFs annually and distribute changes to MQFs as necessary.

6.4.4.2.1.2.1. Units may edit MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.4.2.1.2.2. Units will forward edits of MQF questions to the appropriate MAJCOM.

6.4.4.2.2. Local Procedures MQF. Units may develop and distribute a local procedures MQF databank to augment HHQ MQFs.

6.4.4.2.2.1. **(Added-ACC)** Local Procedures MQFs may be used to supplement the MAJCOM approved MQF. Units may include any information necessary for safe flight and mission accomplishment not included in the MAJCOM MQF. Local instructions, range procedures, unit supplements to AFI 11-2 MDS-Specific Volumes 3, are examples of sources for the Local Procedures MQF.

6.4.4.2.2.1.1. **(Added-SJAFB)** OGV will review/update the Local Procedures MQF during December of each year, or when any local regulation/instruction change is released.

6.4.4.2.2.2. **(Added-ACC)** Units will develop and distribute a local procedures MQF for all flight aircrew members. At least 10 percent of closed book examination questions will come from the local procedures MQF.

6.4.4.3. **Instrument Requisite Exams.** Instrument test questions come from the Instrument MQF maintained by the Air Force Flight Standards Agency (AFFSA). The selection and content of the questions is dictated by the provisions of AFMAN 11-210.

6.4.4.3.1. **(Added-SJAFB)** 4 OG/OGV delegates management of the Instrument Refresher Course and testing to Boeing Aerospace. Boeing Aerospace will review the Instrument test annually, and OGV will review and approve the test. OGV will maintain copies of the current exams. Boeing will provide semi-annual trend information for inclusion in the SEB.

6.4.5. **Boldface/CAPs Requisite Examinations.**

6.4.5.1. Aircrew member knowledge of applicable Boldface/CAPs will be evaluated through a written examination as a requisite to all periodic QUAL evaluations.

6.4.5.2. Satisfactory performance for the Boldface/CAPs examination requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The flight examiner will assign a Boldface/CAPs grade (Q or U) in the Qualification Ground Phase block of the AF Form 8/8a.

6.4.5.3. **(Added-ACC)** Boldface/CAPs exam will be written from memory. Abbreviations which do not affect the correct meaning of the procedure are acceptable.

6.4.6. **Failure to Pass a Requisite Exam.** An evaluation will not be complete until all failed items have been successfully re-accomplished.

6.4.6.1. **Reexamination Policy.** An aircrew member failing a requisite examination at any time must be afforded an adequate study period prior to reexamination. For other than Boldface/CAPs, the aircrew member will be reevaluated using an alternate exam.

6.4.6.1.1. **(Added-SJAFB)** When an individual fails a requisite exam, OGV will immediately notify the individual's operations officer and DOV chief. DOV will complete an Unsatisfactory Testing Performance Letter ([Attachment 14](#)). The letter will be forwarded to the unit DOV for inclusion in the individual's FEF until the Form 8 is completed.

6.4.6.1.1.1. **(Added-SJAFB)** Version B of the appropriate requisite exam will be administered for re-examinations.

6.4.6.2. **Reexamination Period.** Aircrew members who fail a requisite examination must complete a successful reexamination by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the examination is the OG/CC. Document such waivers with an MFR placed in Section II of the FEF of the affected individual. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

6.4.6.3. **Boldface/CAPs Reexamination Restriction.** Aircrew members failing a Boldface/CAPs exam will not fly as aircrew members until a successful reexamination is accomplished.

6.4.6.4. **Supervised Status Requirement.** Place aircrew members who fail a requisite open book, closed book, or instrument examination in supervised status until successful retesting is completed. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book examination applies only to the aircraft for which the examination was administered. Failure of a requisite instrument exam results in the examinee being placed in supervised status in all aircraft in which instrument qualification is required.

6.5. Unit Periodic Examinations (optional). Each group/squadron stan/eval function may conduct periodic testing for all aircrew. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam. Units will describe this program in the unit supplement to this instruction, to include procedures for failed exams.

6.5.1. **(Added-ACC)** Each unit will conduct periodic testing at least semiannually for all aircrew members. Periodic tests are intended to encourage aircrew review of operationally relevant topics selected by the OG/CC. The OG/CC will determine whether the test is administered open or closed book and whether proctoring is required. A majority of the questions must come from sources other than MAJCOM-approved MQFs (i.e. flight manuals, Instructions, SPINS, etc). Classified tests will be handled appropriately. Flight Surgeons and non-rated/non-CEA aircrew members are exempted.

6.5.1.1. **(Added-SJAFFB)** OGV will produce and review the periodic test semi-annually. The test will be distributed to the squadrons by 1 June and 1 December.

6.5.1.2. **(Added-SJAFFB)** The intent of the Periodic exam is to determine trends in knowledge deficiency. Minimum passing score is 85%, corrected to 100%.

6.5.1.3. **(Added-SJAFFB)** Squadron DOVs will administer the periodic exam and forward un-corrected answer sheets to OGV for trending information. Group trend data will be presented at the SEB, and will be used as a foundation for supplemental evaluation recommendations to the OG/CC.

6.5.1.4. **(Added-SJAFFB)** The periodic test is a Go/No-Go item at the beginning of each half. Aircrew will be grounded until completion of the periodic exam in a new half. New aircrew who arrive during a half need not take the exam prior to flying.

6.5.1.5. **(Added-SJAFFB)** Questions for the periodic exam will include recent suite/publication changes, recent supplementary evaluation topics, FCIFs, SIIs, T.O. 1F-15E-1, T.O. 1F-15E-34-1-1, T.O. 1F-15E-34-1-2, AFI 11-202V3, and AFI 11-2F-15EV3I.

6.5.2. **(Added-ACC)** All units will establish a Boldface/Critical Action Procedure written examination program for all applicable crew positions. As a minimum, all applicable aircrew members will successfully complete a Boldface/Critical Action Procedure written examination prior to the first flight of each month. The examination will be taken in the period for which it is applicable. Failure of this written exam grounds the individual until a successful examination is accomplished.

6.5.2.1. **(Added-ACC)** A Boldface/Critical Action Procedure written examination will be accomplished for each MDS for which the aircrew is qualified (if any portion of the Boldface/CAPs is different from the primary aircraft).

6.5.2.2. **(Added-ACC)** Boldface/Critical Action Procedure written examinations will be graded by the squadron operations supervisor or designated representative IAW paragraph 6.4.5.3. of this supplement. Failure of this written exam grounds the individual until a successful examination is accomplished.

6.6. (Added-SJAFB) Flight Examiner Test. OGV will develop and administer a Flight Examiner test as part of the Flight Examiner upgrade program. This exam will be administered via PEX as an open book examination, and will draw questions from AFI 11-202V2I, AFI 11-2F-15EV2I, and the 4 OG Flight Examiner Guide. The minimum passing score will be 85% corrected to 100%. This exam will be updated during December of each year, or when applicable regulation changes are released.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the aircrew qualification evaluation program requires accurate documentation. The qualifications and authorizations for which an aircrew member is to be evaluated are determined from the unit certification document. The results of aircrew evaluations are recorded on the AF Form 8 or AF Form 8a, which certifies the qualification of the aircrew member. The chronological history of evaluations for an aircrew member is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the FEF for the aircrew member. **EXCEPTION:** Not required for cadets participating in USAFA airmanship programs.

7.2. Qualifications and Certifications. Aircrew qualifications are attained through evaluations and documented on the AF Form 8 or the AF Form 8a, as applicable. Aircrew certifications attained through methods other than evaluation (instructor-certified events and commander certifications for example) may be documented on an AF Form 1381, *USAF Certification of Air Crew Training*, or AF Form 4348, *USAF Aircrew Certifications*. As an alternative to use of AF Form 1381 or AF Form 4348, MAJCOMs may approve use of a unit certification document signed by an authorized official.

7.2. (ACC)Qualifications and Certifications. Changes to the qualifications/certifications which occur prior to the printing of a new ARMS product will be annotated and initialed by the certifying official. Units that do not have access to an ARMS product containing the required information will use a single letter indicating unit aircrew qualifications/aircrew certifications. These letters/ARMS products will be certified and maintained either in the FEF or in a suitable location. When FEFs are carried TDY, a copy of this certified letter/product will be included. A certified letter/product will be included in the individual's FEF going PCS or PCA. **EXCEPTION:** AFRC units may use AF Form 4348 to document Aircrew Certifications in lieu of certified letter/ARMS product.

7.3. AF Form 8, Certificate of Aircrew Qualification.

7.3.1. Purpose. Use the AF Form 8 to record aircrew qualification. Certification of an AF Form 8 is accomplished by four individuals, beginning with the Flight Examiner, who completes the evaluation by signing the AF Form 8. Next, the Reviewing Officer and Final Approving Officer review the contents, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and sign the AF Form 8. The final signature is provided by the examinee, who will sign the completed AF Form 8. **EXCEPTION:** For a Commander-Directed Downgrade AF Form 8, only the commander signs as the Final Approving Officer. See [paragraph 7.4.8](#).

7.3.1.1. Use a separate AF Form 8 for all flight phase rechecks.

7.3.1.2. Ground rechecks will be completed on the original Q-3 AF Form 8 (see [paragraph 7.3.9](#)).

7.3.2. General Data Entry. Use the following guidance when completing an AF Form 8. See [Attachment 3](#) for sample AF Forms 8.

7.3.2.1. For date fields in the AF Form 8 use a two-digit day, three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.3.2.2. The Eligibility Period and Expiration Date of Qualification will use a three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.3.2.3. Except for the organization of the Comments block described in [paragraph 7.3.7](#), sample AF Forms 8 are provided to demonstrate the content, not the format, of the data presented (see [Attachment 3](#)).

7.3.2.4. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

7.3.2.5. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.3.2.5. (ACC) Units may use the standard format established on the PEX Stan/Eval module Form 8 format.

7.3.2.5. (SJAFB) Forms 8 will be produced utilizing PEX software.

7.3.3. **Date Completed.**

7.3.3.1. Use the latest completion date (ground or flight phase) of the evaluation requisites or the additional training.

7.3.3.2. Use this date on the AF Form 942.

7.3.4. **Section I - Examinee Identification.**

7.3.4.1. Name, Rank (abbreviated or non-abbreviated rank format is acceptable) and Social Security Account Number (SSAN). **Note:** Use of last four of SSAN is approved.

7.3.4.2. **Organization and Location.**

7.3.4.2.1. Enter unit designation and location where the examinee is assigned or attached for flying.

7.3.4.2.2. For FTU courses in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.3.4.3. **Aircraft/Crew Position.**

7.3.4.3.1. Enter the aircraft MDS in which the evaluation was given.

7.3.4.3.2. Enter the examinee's highest qualification reflecting the intention of the evaluation (e.g., IP, MP, MN, MF, MAWO, ISD, IAM, etc.) in that particular aircraft MDS. **Note:** Examiner is not a qualification, it is a certification, and should only be entered when demonstrated during the evaluation, i.e., a SPOT evaluation in which the examinee receives an evaluation while administering an evaluation.

7.3.4.3.2. (ACC) For dual qualified (multi-seat same aircraft) individuals (MP/MC, MR/MN, etc.), list both positions only when the examinee occupied both seats during the evaluation. Enter evaluator identifier (EB, EP, ER, EL, EW, etc.) for FE Objectivity Evaluations.

7.3.4.4. **Eligibility Period.**

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires Sep 05, enter Apr-Sep 05).

7.3.4.4.2. Enter N/A (not applicable) for initial periodic aircrew qualification evaluations, SPOT evaluations, and requalification (RQ) evaluations.

7.3.4.4.3. Dual entries are authorized for misaligned combined evaluations (e.g., if last INSTM evaluation expires Nov 06 and QUAL evaluation expires Jan 07, enter “INSTM: Jun-Nov 06/QUAL: Aug 06-Jan 07” for an INSTM/QUAL evaluation).

7.3.4.4.4. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of [paragraph 5.2.6.3.1](#), enter the 6-month period preceding the original expiration date. **Note:** Squadron commanders extend only the expiration date, not the eligibility period.

7.3.5. Section II - Qualification.

7.3.5.1. Ground Phase.

7.3.5.1.1. Examination/Check.

7.3.5.1.1.1. Make a separate entry for each ground requisite examination/evaluation. Discrepancies will be noted in the examiner's remarks.

7.3.5.1.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.3.5.1.1.3. Annotate “Instrument” for instrument requisite examination.

7.3.5.1.1.4. Annotate “Boldface” or “CAPs” as required by the applicable AFI 11-2 MDS-Specific Volume 2.

7.3.5.1.2. **Date.** In the date column, enter the date that the requisite is successfully completed.

7.3.5.1.3. Grade.

7.3.5.1.3.1. Enter failed examination score with successfully completed score as follows: 84/98.

7.3.5.1.3.2. Enter failed Boldface/CAPs with successful re-accomplishment as follows: U/Q.

7.3.5.1.3.3. Separate Boldface/CAPs grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows: 84/98 (U/Q).

7.3.5.1.3.4. Enter failed EPE grades with a successful recheck as follows: 3/1.

7.3.5.2. Flight Phase.

7.3.5.2.1. Mission/Check.

7.3.5.2.1.1. Use the following designations to describe the purpose of the evaluation(s): INSTM, QUAL, MSN, INSTR and SPOT.

7.3.5.2.1.2. Use the following prefixes, when applicable, to describe the type of

evaluation: INIT, RQ, N/N and SIM. More than one prefix may be used to describe an evaluation as outlined in [paragraph 5.2.3.5](#).

7.3.5.2.1.3. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in [paragraphs 5.2.1.4.1](#) and [5.2.3.2.6](#).

7.3.5.2.1.4. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.3.5.2.1.5. Make multiple single line entries for each flight/event if two or more flights/events are required and they are administered by either different flight examiners or on separate days. **EXCEPTION:** Where a single mission (such as airlift tasking) consists of multiple flights over one or more days with the same flight examiner, a single line entry may be used.

7.3.5.2.2. **Date.**

7.3.5.2.2.1. Enter the date the flight/event was completed.

7.3.5.2.2.2. For evaluations where a single mission consists of multiple flights over one or more days, a single line entry with the inclusive dates of the flight(s) may be used (see [paragraph 7.3.5.2.1.4](#)). Document this fact in the Mission Description portion of the Examiner's Remarks.

7.3.5.2.2.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, a single line entry with the date the mission was completed will be used. Document this fact in the Mission Description portion of the Examiner's Remarks.

7.3.5.3. **Qualification Level.**

7.3.5.3.1. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the aircrew member's overall qualification level.

7.3.5.3.2. Combined evaluations (i.e., INSTM/QUAL, INSTM/QUAL/MSN) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade.

7.3.5.3.3. If the qualification levels assigned parts of a combined evaluation vary, indicate the qualification level for each part separately (e.g., "INSTM: 1" and "QUAL: 2" in the qualified block or "INSTM/MSN: 1" in the qualified block and "QUAL: 3" in the unqualified block).

7.3.5.3.4. In the event of a ground recheck for a flight phase Q-3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as "3/1" in the qualified block (see [paragraph 7.3.9](#)).

7.3.5.4. **Expiration Date of Qualification.**

7.3.5.4.1. For evaluations that establish a new eligibility period (i.e. QUAL, MSN, and INSTM), enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

7.3.5.4.2. For evaluations that do not establish a new eligibility period, enter "N/A."

7.3.5.4.3. Combined evaluations (i.e., INSTM/QUAL) require only one date if all parts of the evaluation were successfully completed and “N/A” if all parts were assigned an unqualified grade.

7.3.5.4.4. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and “N/A” for those portions awarded an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter “QUAL-Jul 06” under Qualified and “INSTM-N/A” under Unqualified).

7.3.5.5. Additional Training.

7.3.5.5.1. Due Date(s).

7.3.5.5.1.1. If required, enter a date not to exceed the last day of the third month following the event requiring additional training (e.g. 26 Jan 06 Flight Eval, 30 Apr 06 due date); otherwise, enter “N/A.”

7.3.5.5.1.2. If more than one date is required, preface the due dates with EPE or FLT (Flight) as appropriate.

7.3.5.5.2. Date Additional Training Completed.

7.3.5.5.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter “N/A.”

7.3.5.5.2.2. If more than one date is required, preface the date completed with EPE or FLT, as appropriate.

7.3.5.5.3. Certifying Official.

7.3.5.5.3.1. The Certifying Official signing Section II of the AF Form 8 is responsible for certifying additional training was complete.

7.3.5.5.3.2. The instructor completing the additional training (or last training event if more than one) will sign and date the Additional Training block in Section II of the AF Form 8.

7.3.5.6. Restrictions/Exceptionally Qualified/Commander-Directed

Downgrade. Place an “X” in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite examinations.

7.3.6. Section III - Certification.

7.3.6.1. Flight Examiner.

7.3.6.1.1. The flight examiner signing Section III of the AF Form 8:

7.3.6.1.1.1. Is responsible for the content of the AF Form 8.

7.3.6.1.1.2. Will always place an “X” in the remarks block and make comments in the comments block.

7.3.6.1.1.3. Will be the first dated signature on Section III of the AF Form 8.

7.3.6.1.2. If two or more flights are required to complete an evaluation, the flight examiner completing the evaluation will sign Section III of the AF Form 8.

7.3.6.1.3. If more than one flight examiner was involved in administering the in-flight portion of the evaluation, flight examiners other than the one signing Section III will enter remarks in the Mission Description block of the AF Form 8 describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent their remarks as defined in [Figure 7.1](#).

7.3.6.1.3. (ACC) Signature block will consist of name, grade, unit and FE's office symbol as depicted in Fig A3.3, Back.

7.3.6.2. Reviewing and Final Approving Officers.

7.3.6.2.1. The Reviewing Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the AF Form 8. If the Reviewing Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewing Officer will place an "X" in the "Do Not Concur" block and will comment in Section IV, Comments block. The Reviewing Officer will sign and date the AF Form 8 after the examiner, prior to the Final Approval Officer.

7.3.6.2.1. (ACC) (AFRC) Squadron operations officers will review and squadron commanders will approve flight evaluations for all assigned, attached and HHQ AFRC aircrew members evaluated in their squadrons with the following exceptions. Squadron commanders will review and Operations Group commanders will approve evaluations given by or taken by the operations officer and squadron operations officers will review and operations group commanders will approve evaluations given by or taken by the squadron commander.

7.3.6.2.2. The Final Approval Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the content on the AF Form 8. If the Final Approval Officer does not agree with the overall rating, the overall grade will not be changed. Place an "X" in the "Do Not Concur" block and comment in Section IV, Comments block. The Final Approval Officer will sign and date the AF Form 8 after the Reviewing Officer.

Table 7.1. (Added-ACC) Form 8 Reviewing/Approving Officers.

<u>Examinee</u>	<u>Reviewing Officer</u>	<u>Approving Officer</u>
SQ Assigned	Flt/CC	SQ/CC
SQ ADO or Flt/CC	SQ/DO	SQ/CC
SQ/DO	SQ/CC	OG/CC
SQ/CC	OG/CD	OG/CC
WG/OG/SQ Attached	Attached SQ/CC	Assigned WG/OG/SQ/CC
OG/CD	Attached SQ/CC	OG/CC

OG/CC	Attached SQ/CC	WG/CC
WG/CV	Attached SQ/CC	WG/CC
WG/CC	Attached SQ/CC	NAF/CC/CV
NAF Attached	Attached SQ/CC	NAF/OV/A3V/SE
NAF/CC	Attached SQ/CC	MAJCOM/CC/CV
MAJCOM Attached	Attached SQ/CC	MAJCOM//A3V/A3T/IG
MAJCOM IG/A3	Attached SQ/CC	MAJCOM /CV

7.3.6.2.2. (ACC) (N/A AFRC) The final approving officer will be the first commander (ANG: should be a commander) in the examinee's chain of command. For examinees at other than the squadron assigned level, this is the examinee's assigned unit commander. For evaluations involving applicable commanders (as examinee or examiner), use the next commander in the chain of command.

7.3.6.2.3. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction for evaluations other than formal course evaluations accomplished at an FTU. The same individual will not sign as both the Reviewing and Final Approving Officer in Section III of the AF Form 8.

7.3.6.2.3. (ACC) (ACC) (N/A AFRC) See Table 7.1 for reviewing and Approving Officials

7.3.6.2.3.1. (Added-ACC) If Reviewing or Approving Officers are unavailable due to extended TDY or deployment, the acting commander (deputy or vice commander) or next higher available level of supervision may serve as the Reviewing or Approving Officer.

7.3.6.2.3.2. (Added-ACC) In no case will the flight examiner administering any part of the flight evaluation be the reviewing or approving officer.

7.3.6.2.3.3. (Added-ACC) If the FE is the examinee's Flt/CC, the reviewing officer will be the SQ/DO, approving officer will be the SQ/CC.

7.3.6.2.3.4. (Added-ACC) If the FE is the examinee's DO, reviewing officer will be the examinee's Flt/CC, approving officer will be the SQ/CC.

7.3.6.2.3.5. (Added-ACC) If FE is the examinee's SQ/CC, reviewing officer will be the OG/CD, approving officer will be the OG/CC.

7.3.6.2.3.6. (Added-ACC) Total Force Integrated Associate Unit Reviewing and Final Approval Officers. Unless otherwise specified by MOA/MOU, the Reviewing Officer will be the attached SQ/CC and the Final Approving Officer will be the assigned SQ/CC (or Det/CC). **Exception:** If the attached SQ/CC is the FE, the attached SQ/DO will sign as the Reviewing Officer. If the assigned SQ/CC is either the flight examiner or examinee, the assigned OG/CC (SQ/DO for units without OG/CC) signs as the Final Approving Officer.

7.3.6.2.3.7. **(Added-SJAFB)** ACC TRSS/Det 15 and 307 FS/Det 3 personnel will be treated as “Wing Attached” and their Forms 8 will be reviewed by the attached SQ/CC and approved by the assigned Det/CC. For Det/CCs, their Forms 8 will be reviewed by their Attached SQ/CC, and approved by the Assigned SQ/CC (ACC TRSS/CC or 307 FS/CC).

7.3.6.2.4. For evaluations completed at formal course FTU locations, the reviewing and final approving officers will be assigned to the FTU.

7.3.6.3. **Organization Block Format.** The format and content of data for the Organization block for the flight examiner, reviewing officer and final approving officer will be as follows:

7.3.6.3.1. Flight examiner. Annotate unit or organization and office symbol of the flight examiner that administered the evaluation (e.g., 526 ARS/DOT, 12AF/OV, USAFE/A3TV).

7.3.6.3.2. Reviewing and Final Approving Officer. For Reviewing and Final Approving Officers annotate unit as directed by [paragraph 7.3.6.2](#) (e.g., 93 BS/DO, 388 OG/CC, 4 FW/CC).

7.3.6.4. **Examinee.** The examinee will sign and date after the Final Approving Officer’s signature in Section III of the AF Form 8 certifying that the examinee has been briefed and understands the action being taken. The examinee will be the last dated signature on the AF Form 8.

7.3.7. **Section IV – Comments.** Use the following headings and format as in [Figure 7.1](#) in the space provided on the reverse side of the form, formatted head-to-foot.

7.3.7.1. **Restrictions (If required).** Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.3.7.2. **Exceptionally Qualified Designation (Optional).** Enter designation in all capital letters. Document justification for award of exceptionally qualified designation (e.g., areas of excellence) before Examiner’s Remarks, Section IV Comments. See [Figure 7.1](#).

7.3.7.3. **Examiner Remarks.**

7.3.7.3.1. General. For evaluations requiring two or more flights, the mission description and each required subsequent paragraph/subparagraph will be annotated with First Sortie, Second Sortie, etc., as applicable. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/ subparagraphs will be annotated only if there are discrepancies or recommended additional training - otherwise annotate with “None” or omit as required. Flight examiners other than the one signing Section III will sign a signature block containing name, rank, unit and office symbol immediately adjacent their remarks under their Mission Description portion of the Examiner’s Remarks (see [Figure 7.1](#) for Examiner Remarks format).

7.3.7.3.2. Mission Description. Mission descriptions will be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated

are mandatory for all evaluations of instructors. For Aeromedical Evacuation crewmembers, enter mission descriptions for all AECM qualifications, IAW AFI 11-2AE, Vol 2.

7.3.7.3.3. **Discrepancies.** Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase (i.e. EPE, SIM, etc.) discrepancies under paragraph B. Discrepancies, 1. Ground and all flight phase discrepancies under B. Discrepancies, 2. Flight (see [Figure 7.1](#)).

7.3.7.3.4. **Additional Comments.** Comments are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

7.3.7.3.4.1. If the flight phase grade differs from the overall qualification level awarded, the flight phase grade will be entered in this paragraph.

7.3.7.3.4.2. If an alternate evaluation method is used to satisfy a part of the ground or flight phase requirements (unless always accomplished verbally, on the ground or in the ATD according to the AFI 11-2 MDS-Specific Volume 2 grading criteria), in this paragraph enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.7.3.4.3. If an individual received an overall Q-3, in this paragraph indicate whether the entire evaluation must be reaccomplished, or just specific grading areas/subareas.

7.3.7.3.4.4. If the recheck examiner of a ground recheck is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement under this paragraph.

7.3.7.3.4.5. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.). Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8.

7.3.7.4. **Reviewing Officer Remarks.** (Optional) If used, Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided.

7.3.7.5. **Approving Officer Remarks.** (Optional) If used, Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided.

7.3.7.6. **Additional Reviews.** (Optional) Additional reviews are at a unit's discretion and will be defined in the unit's supplement.

7.3.7.6. **(ACC) (N/A AFRC)** OGV will provide additional reviews on all AF Forms 8. The OG/CC will perform an additional review when an unqualified grade is awarded. Additional reviews may be documented electronically via PEX.

7.3.7.6.1. **(Added-SJAfB)** DOVs will add Additional Review to each completed AF Form 8 with OGV as the initial additional review. In cases where the overall

grade is a 2 or 3, and the OG/CC is not the Evaluator, Reviewing or Approving Officer, DOV will also add the OG/CC as an additional review.

7.3.7.6.2. **(Added-SJAFB)** DOVs will forward the PEX generated IMT AF Form 8 to the 4 OG/OGV organization email account. After the review/corrections are complete, the OGV reviewing officer will add their initials to the "Additional Reviews" section on the back of the AF Form 8.

7.3.7.6.3. **(Added-SJAFB)** OGV will email the reviewed IMT AF Form 8 to the originating squadron for printing and signature routing.

Figure 7.1. (Section IV, Comments block).

RESTRICTION(S) (*If required*): See **paragrap 7.3.7.1.**

EXCEPTIONALLY QUALIFIED (*Optional*): See **paragraph 7.3.7.2.**

EXAMINER'S REMARKS: See **paragraph 7.3.7.3.**

A. Mission Description. See **paragraph 7.3.7.3.2.** If more than one flight examiner was involved in administering the in-flight portion of the evaluation, note here (reference **paragraph 7.3.6.1.3.**). Sign and date comment (enter name, rank, and organization; sign and date).

B. Discrepancies. Document all discrepancies (Q- or U) or enter "NONE."

1. Ground. *Note:* Include date of Q-3 eval as follows: "(Date of Q-3: 11 Dec 03)."

2. Flight.

(Use the following entries for paragraphs C and D if required)

C. Recommended Additional Training. If paragraph C is not used and paragraph D is used, annotate "C. Recommended Additional Training. None."

1. Ground.

2. Flight.

D. Additional Comments.

1. ...
2. ...

REVIEWING OFFICER'S REMARKS: See paragraph 7.3.7.4.

APPROVING OFFICER'S REMARKS: See paragraph 7.3.7.5.

ADDITIONAL REVIEWS: See paragraph 7.3.7.6.

7.3.8. Temporary Evaluation Certification and Suspense.

7.3.8.1. File a temporary evaluation certificate or a draft AF Form 8 in the aircrew member's FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

7.3.8.1.1. (**Added-ACC**) An ACC Form 180 or suitable alternate will be used as the temporary evaluation certificate.

7.3.8.2. The temporary evaluation certificate or draft Form 8 will include examinee, examiner, type evaluation, qualification level, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates. The examiner completing the evaluation will sign and date the certificate. Procedures concerning the temporary evaluation certificate will be outlined in the unit supplement.

7.3.8.3. Remove the temporary evaluation certificate when the permanent AF Form 8 is filed in the FEF.

7.3.8.4. File the completed AF Form 8 (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8.

7.3.9. Ground Rechecks.

7.3.9.1. Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the flight examiner deems a flight recheck unnecessary.

7.3.9.2. The ground recheck will be documented on the original AF Form 8 generated to document the Q-3 flight evaluation.

7.3.9.3. To document the ground recheck, follow instructions in [paragraphs 7.3.3 through 7.3.6](#), except as noted below:

7.3.9.3.1. Date Completed. Use the latest completion date (ground phase or successful ground recheck) of the evaluation.

7.3.9.3.2. Flight Phase. Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the flight evaluation entry under Flight Phase.

7.3.9.3.3. Qualification Level. Annotate the overall qualification grade as "3/1" in the qualified block.

7.3.9.3.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the ground recheck was successfully completed.

7.3.9.3.5. Examiner's Remarks: Recommended Additional Training. Document all recommended additional training associated with grading areas where deficiencies will be remedied by a ground recheck under subparagraph labeled Ground.

7.3.9.3.5. (ACC) For an overall grade of "Q-3 ", OG/CC concurrence must be given if a ground recheck is used. Document this action under Additional Comments on the AF Form 8.

7.3.9.3.6. The flight examiner that completed the flight evaluation will sign the front of the AF Form 8. If the recheck examiner is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement in the Comments/Examiner's Remarks.

7.4. AF Form 8a, Certificate of Aircrew Qualification (Multiple Aircraft). Use of AF Form 8a is optional for aircrew maintaining qualification in multiple aircraft and/or multiple series qualification in the same MDS. See [Attachment 4](#) for sample AF Forms 8a.

7.4.1. **Purpose.** Use the AF Form 8a to record aircrew qualification in multiple aircraft as demonstrated in required ground and flight evaluations. Certification of an AF Form 8a is accomplished by four individuals, beginning with the Flight Examiner, who completes the evaluation by signing the AF Form 8a. Next, the Reviewing Officer and Final Approving Officer review the contents, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and sign the AF Form 8a. The final signature is provided by the examinee, who will sign the completed AF Form 8a. Certification will not occur until all requisites of all aircraft for which the aircrew member possesses an aircraft AO are complete. **EXCEPTIONS:** Flight Surgeons and non-rated aircrew with only a ground phase examination do not require a Reviewing Officer's signature, IAW [paragraph 7.4.6.2](#). For a Commander-Directed Downgrade AF Form 8a, only the commander signs as the Final Approving Officer. See [paragraph 7.5.2.4.3](#).

7.4.1.1. Use a separate AF Form 8a for all flight phase rechecks.

7.4.1.2. Failed ground phase requisites will be completed on the original AF Form 8a.

7.4.2. General Data Entry. Use the following guidance when completing an AF Form 8a.

7.4.2.1. For date fields in the AF Form 8a use a two-digit day, three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.4.2.2. The Eligibility Period and Expiration Date of Qualification will use a three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.4.2.3. Except for the organization of the Comments block described in [paragraph 7.4.7](#), sample AF Forms 8a are provided to demonstrate the content, not the format, of the data presented (see [Attachment 4](#)).

7.4.2.4. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

7.4.2.5. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.4.3. Date Completed.

7.4.3.1. Use the latest requisite completion date (ground or flight phase) of the evaluation requisites or the additional training of all MDS listed on the AF Form 8a. Ensure all MDS on aircrew member's aircraft AO are listed on the AF Form 8a before determining the date completed.

7.4.3.2. Use this date on the AF Form 942.

7.4.4. Section I - Examinee Identification.

7.4.4.1. Name, Rank (abbreviated or non-abbreviated rank format is acceptable) and Social Security Account Number (SSAN). **Note:** Use of last four of SSAN is approved.

7.4.4.2. Organization and Location.

7.4.4.2.1. Enter examinee's unit designation and location assigned.

7.4.4.2.2. For FTU courses in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.4.4.3. Eligibility Period.

7.4.4.3.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation documented on either an AF Form 8 or AF Form 8a (e.g., if the evaluation expires Sep 06, enter Apr 06-Sep 06).

7.4.4.3.2. Enter N/A (not applicable) for initial/re-qualification periodic aircrew evaluations, SPOT aircrew evaluations and out-of-eligibility evaluations. (ex: adding additional aircraft to existing qualifications outside of eligibility period)

7.4.4.3.3. Periodic evaluation extended under the provisions of [paragraph 5.2.6.3](#) will enter the original 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires Nov 06 with a 3 month extended periodic evaluation expiration date of Feb

07, enter Jun-Nov 06). **Note:** Extended evaluation only extends the expiration date, not the eligibility period.

7.4.4.4. **Expiration Date.**

7.4.4.4.1. For evaluations without a flight phase requirement that establish a new eligibility period enter the month and year that is 17 months after the month in which the latest ground requisite was successfully completed.

7.4.4.4.2. For evaluations with a flight phase that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase evaluation was successfully completed.

7.4.4.4.3. For evaluations that do not establish a new eligibility period, enter “N/A.”

7.4.5. **Section II –Aircraft Qualification.**

7.4.5.1. **Aircraft/Crew Position.**

7.4.5.1.1. Enter the aircraft MDS in which the flight phase evaluation was given. When no flight phase evaluation was accomplished or when aircrew is qualified in two or more aircraft IAW Universal Qualification guidelines, enter the primary aircraft MDS, as shown on aircrew’s Aeronautical Order.

7.4.5.1.2. Enter the examinee’s highest qualification reflecting the intention of the evaluation (e.g., IJ, MJ, IH, IAM, etc.) in that particular aircraft MDS. **Note:** Examiner is not a qualification, it is a certification, and should only be entered when demonstrated during the evaluation, i.e., a SPOT evaluation in which the examinee receives an evaluation while administering an evaluation.

7.4.5.1.3. Flight Surgeon. Enter “ALL” for the aircraft, unless qualification is for a specific MDS and “FS” for the Flight Surgeon crew position.

7.4.5.2. **Ground Phase.**

7.4.5.2.1. **Examination/Check.**

7.4.5.2.1.1. Make a separate entry for each ground requisite, by MDS, as required by the applicable AFI 11-2 MDS-Specific Volume 2 and/or other applicable AFI guidance.

7.4.5.2.1.2. For a combined ground requisite that includes all applicable aircraft under Universal Qualification guidelines (example: one closed/open book examination which contains questions for more than one aircraft or one EPE which evaluates more than one aircraft), make a single line entry for each requisite (i.e. Open Book, Closed Book, EPE etc.)

7.4.5.2.1.3. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.4.5.2.2. **Date.** In the date column, enter the date that the requisite is successfully completed.

7.4.5.2.3. **Grade.** Enter failed examination score with successfully completed score as follows: 84/98.

7.4.5.3. **Flight Phase** (if required by AFI 11-2 MDS-Specific Volume 2, and/or other applicable AFI guidance). If applicable governing instructions require non-rated aircrew to demonstrate in-flight proficiency in more than one MDS, MAJCOMs may use a separate AF Form 8/8a for each MDS with flight phase evaluations IAW multiple qualification guidance in [paragraphs 5.2.17](#) and universal qualification guidance in [paragraph 5.2.18](#).

7.4.5.3.1. **Mission/Check.**

7.4.5.3.1.1. Use the following designations to describe the purpose of the evaluation(s): QUAL, MSN, INSTR and SPOT.

7.4.5.3.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, and N/N. More than one prefix may be used to describe an evaluation as outlined in [paragraph 5.2.3.5](#).

7.4.5.3.1.3. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in [paragraphs 5.2.1.4.1](#) and [5.2.3.2.6](#).

7.4.5.3.1.4. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.4.5.3.1.5. Make multiple single line entries for each flight/event if two or more flights/events are required and they are administered by either different flight examiners or on separate days. **EXCEPTION:** Where a single mission (such as airlift tasking) consists of multiple flights over one or more days with the same flight examiner, a single line entry may be used.

7.4.5.3.2. **Date.**

7.4.5.3.2.1. Enter the date the flight/event was completed.

7.4.5.3.2.2. For evaluations where a single mission consists of multiple flights over one or more days, a single line entry with the inclusive dates of the flight(s) may be used (see [paragraph 7.4.5.3.1.5](#)). Document this fact in the Mission Description portion of the Examiner's Remarks.

7.4.5.3.2.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, a single line entry with the date the mission was completed will be used. Document this fact in the Mission Description portion of the Examiner's Remarks.

7.4.5.4. **Qualification Level.**

7.4.5.4.1. Enter member's overall qualification level, place a "1" or "2" in the qualified block or a "3" for unqualified for the aircrew member's overall qualification level.

7.4.5.4.2. Combined evaluations (i.e., QUAL/MSN) are not applicable to Universal Qualified aircrew members and will not be annotated on an AF Form 8a.

7.4.5.4.3. In the event of a ground recheck for a flight phase Q-3 evaluation, annotate the overall qualification grade on the AF Form 8a as "3" and on the AF Form 942 as "3/1".

7.4.5.5. Universal Qualification Aircraft. Annotate each MDS separately in Section II, Universal Aircraft Qualification blocks, as listed on the aircrew member's aircraft AO where qualification is being attained/maintained by this AF Form 8a. The first block will contain the MDS listed under ACFT/CREW POSITION block, and will be annotated on the AF Form 942 IAW [paragraph 7.8.2](#)

7.4.5.6. Additional Training. Additional training required by a flight examiner to remedy deficiencies identified during an evaluation will be IAW [paragraph 5.2.12.2](#) and paragraphs below.

7.4.5.6.1. Due Date(s).

7.4.5.6.1.1. If required, enter a date not to exceed the last day of the third month following the event requiring additional training; otherwise, enter "N/A".

7.4.5.6.1.2. If more than one date is required, preface the due dates with the type of training required.

7.4.5.6.2. Date Additional Training Completed.

7.4.5.6.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter "N/A".

7.4.5.6.2.2. If more than one date is required, preface the date completed with type of training required.

7.4.5.6.3. Certifying Official.

7.4.5.6.3.1. The Certifying Official signing Section II of the AF Form 8a is responsible for the certifying additional training was complete.

7.4.5.6.3.2. The instructor completing the additional training (or last training event if more than one) will sign and date the Additional Training block in Section II of the AF Form 8a.

7.4.5.7. Restrictions/Exceptionally Qualified/Commander-Directed

Downgrade. Place an "X" in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite examinations, see [paragraph 7.4.5.2.3](#)

7.4.6. Section III - Certification.

7.4.6.1. Flight Examiner.

7.4.6.1.1. The flight examiner signing Section III of the AF Form 8a:

7.4.6.1.1.1. Is responsible for the content of the AF Form 8a.

7.4.6.1.1.2. When flight phase is required, will always place an "X" in the remarks block and make comments in the Comments block Section IV.

7.4.6.1.1.3. With only ground phase requisites required, do not place an "X" in the remarks block and no Examiner Remarks are required in the Comments block in Section IV.

7.4.6.1.1.4. Will be the first dated signature on Section III of the AF Form 8a.

7.4.6.1.2. If two or more flights are required to complete an evaluation, the flight examiner completing the evaluation will sign Section III of the AF Form 8a.

7.4.6.1.3. With only ground phase requisites required, any unit designated flight examiner can sign the AF Form 8a as the certifying Flight Examiner.

7.4.6.1.4. If more than one flight examiner was involved in administering the in-flight portion of the evaluation, flight examiners other than the one signing Section III will enter remarks in the Comments block of the AF Form 8a describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent their remarks.

7.4.6.2. **Reviewing and Final Approving Officers.**

7.4.6.2.1. **Reviewing Officer.** After the Flight Examiner has signed the AF Form 8a, the Reviewing Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the AF Form 8a. If the Reviewing Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewing Officer will place an "X" in the "Do Not Concur" block and will comment in Section IV, Comments block. **EXCEPTION:** A Reviewing Officer is not required for a Flight Surgeon or any non-rated aircrew with only ground phase examination requisites for qualification on the AF Form 8a.

7.4.6.2.2. **Final Approving Officer.** After the Reviewing Officer has signed the AF Form 8a, the Final Approving Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the content on the AF Form 8a. If the Final Approval Officer does not agree with the overall rating, the overall grade will not be changed. Place an "X" in the "Do Not Concur" block and comment in Section IV, Comments block.

7.4.6.2.3. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction for evaluations other than formal course evaluations accomplished at an FTU. The same individual will not sign as both the Reviewing and Final Approving Officer in Section III of the AF Form 8a.

7.4.6.2.4. For evaluations completed at formal course FTU locations, the reviewing and final approving officers will be assigned to the FTU.

7.4.6.3. **Organization Block Format.** The format and content of data for the Organization block for the flight examiner, reviewing officer and final approving officer will be as follows:

7.4.6.3.1. **Flight Examiner.** Annotate unit or organization and office symbol of the flight examiner that administered the evaluation(s) (e.g., 526 ARS/DOT, 9AF/OV, AFSOC/A3V).

7.4.6.3.2. Reviewing and Final Approving Officer. For Reviewing and Final Approving Officers annotate unit and office symbol as directed by [paragraph 7.4.6.2.3](#)

7.4.6.4. Examinee. The examinee will sign and date after the Final Approving Officer's signature in Section III of the AF Form 8a certifying that the examinee has been briefed and understands the action being taken. The examinee will be the last dated signature on the AF Form 8a.

7.4.7. Section IV – Comments. Use the following headings and format in the space provided on the reverse side of the form, formatted head-to-foot.

7.4.7.1. Restrictions (If required). Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.4.7.2. Exceptionally Qualified Designation (Optional). Enter designation in all capital letters. Document justification for award of exceptionally qualified designation (e.g., areas of excellence) before Examiner's Remarks, Section IV Comments.

7.4.7.3. Examiner Remarks.

7.4.7.3.1. General. For evaluations requiring two or more flights, the mission description and each required subsequent paragraph/subparagraph will be annotated with First Sortie, Second Sortie, etc., as applicable. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/ subparagraphs will be annotated only if there are discrepancies or recommended additional training - otherwise annotate with "None" or omit as required. Flight examiners other than the one signing Section III will sign a signature block containing name, rank, unit and office symbol immediately adjacent their remarks under their Mission Description portion of the Examiner's Remarks (see [Figure 7.1](#) for Examiner Remarks format).

7.4.7.3.2. Mission Description. Mission descriptions will be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors.

7.4.7.3.3. Discrepancies. Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase (i.e. EPE, SIM, etc.) discrepancies under paragraph B. Discrepancies, 1. Ground and all flight phase discrepancies under B. Discrepancies, 2. Flight (see [Figure 7.1](#)).

7.4.7.3.4. Additional Comments. Comments are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

7.4.7.3.4.1. If the flight phase grade differs from the overall qualification level awarded, the flight phase grade will be entered in this paragraph.

7.4.7.3.4.2. If an alternate evaluation method is used to satisfy a part of the ground or flight phase requirements (unless always accomplished verbally, on the

ground or in the ATD according to the AFI 11-2 MDS-Specific Volumes 2 grading criteria), in this paragraph enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.4.7.3.4.3. If an individual received an overall Q-3, in this paragraph indicate whether the entire evaluation must be reaccomplished, or just specific grading areas/subareas.

7.4.7.3.4.4. If the recheck examiner of a ground recheck is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement under this paragraph.

7.4.7.3.4.5. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.). Memos For Record become a permanent part of the FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8/8a.

7.4.7.4. **Reviewing Officer Remarks.** If used, Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided.

7.4.7.5. **Approving Officer Remarks.** If used, Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided.

7.4.7.6. **Additional Reviews** (Optional). Reviews are at a unit's discretion and will be defined in the unit's supplement to this instruction, if used.

7.4.8. **Temporary Evaluation Certification and Suspense.**

7.4.8.1. File a temporary evaluation certificate or a draft AF Form 8a in the aircrew member's FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

7.4.8.1. (SJAFB) DOV will make a copy of the signed draft AF Form 8 to keep in the CIP folder, and will place the signed original in the examinee's FEF. Both copies may be destroyed once the AF Form 8 is completed.

7.4.8.2. The temporary evaluation certificate (if applicable) or a Flight Examiner signed draft AF Form 8a will include examinee, examiner, type evaluation, qualification level, and date completed. If applicable, list any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates. The flight examiner completing the evaluation will sign and date the certificate. Procedures concerning the temporary evaluation certificate will be outlined in the unit supplement.

7.4.8.3. Remove the temporary evaluation certificate when the permanent AF Form 8a is filed in the FEF.

7.4.8.4. File the completed AF Form 8a (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8a.

7.4.9. **Ground Rechecks for Evaluations Requiring a Flight Phase Evaluation.**

7.4.9.1. Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the flight examiner deems a flight recheck unnecessary.

7.4.9.2. The ground recheck will be documented on the original AF Form 8a generated to document the Q-3 flight evaluation.

7.4.9.3. To document the ground recheck, follow instructions in [paragraphs 7.4.3 through 7.4.6](#), except as noted below:

7.4.9.3.1. Date Completed. Use the latest completion date (ground phase or successful ground recheck) of the evaluation.

7.4.9.3.2. Flight Phase. Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the flight evaluation entry under Flight Phase.

7.4.9.3.3. Qualification Level. Annotate overall qualification as "1" in the qualified block after successful completion of Ground Recheck.

7.4.9.3.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the ground recheck was successfully completed.

7.4.9.3.5. Examiner's Remarks: Recommended Additional Training. Document all recommended additional training associated with grading areas where deficiencies will be remedied by a ground recheck under subparagraph labeled Ground.

7.4.9.3.6. The flight examiner that completed the flight evaluation will sign the front of the AF Form 8a. If the recheck examiner is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement in the Comments/Examiner's Remarks.

7.5. Commander-Directed Downgrade.

7.5.1. **Purpose.** Any commander (squadron/detachment or above) in the aircrew member's chain of command may direct a downgrade to an intermediate level of qualification/certification or unqualified/decertified status without administering an evaluation under the following guidance:

7.5.1.1. For flying-related cases, use for cause only, e.g., breach of flying discipline or flight safety - including incidents not observed by an examiner, or observed, but by an examiner of another aircrew specialty.

7.5.1.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions. Use in cases where such actions directly affect the commander's confidence in the aircrew member's flying or performance ability to safely operate the aircraft and/or equipment.

7.5.2. **Commander-Directed Downgrade AF Form 8/8a.** Commanders will direct local stan/eval function to prepare an AF Form 8/8a as follows:

7.5.2.1. **Date Completed.** The effective date of the downgrade. The crewmember will cease acting in the qualification(s) in which they have been downgraded. The date does not have to match the final approval officer signature date. It may be prior to or the same as the date of the final approval officer signature date, but will not be after the commander's signature date.

7.5.2.2. **Section I. Examinee Identification.**

7.5.2.2.1. **Organization and Location.** Complete Name, Rank, SSAN, and organization and office symbol blocks IAW [paragraphs 7.3.4](#) and [7.4.4](#).

7.5.2.2.2. **Aircraft /Crew Position.** Enter the aircrew member's downgraded aircraft MDS and crew position. If the individual is downgraded to an unqualified status, enter the crew position to which he will be re-qualified.

7.5.2.2.3. **Eligibility Period.** Enter "N/A" for the block.

7.5.2.3. Section II. Qualification.

7.5.2.3.1. **Flight Phase.** Enter the qualification(s) to be downgraded (i.e. INSTM/QUAL/MSN) with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.

7.5.2.3.2. **Qualification Level.** If the individual is downgraded to an intermediate level of qualification, place a "2" in the Qualified block. If the crewmember is downgraded to an unqualified status, place a "3" in the Unqualified block.

7.5.2.3.3. **Expiration Date of Qualification.** Enter "N/A".

7.5.2.3.4. **Restriction(s) and Additional Training Due Date.** If the downgrade is simply to a basic level of qualification, leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed. If the downgrade is to an unqualified status, place an "X" in the box for Restriction(s) and enter a Due Date as the last day of the third month from the effective date. Complete the Date Additional Training Completed when required training is complete. The Instructor completing the additional training (or last training event if more than one) will sign and date the Date Additional Training Completed block in Section II of the AF Form 8/8a.

7.5.2.3.5. **Commander-Directed Downgrade Block.** Place an "X" in the box.

7.5.2.4. **Section III.** Only the commander directing the downgrade and the individual concerned will sign the AF Form 8/8a. Additional reviews are at the MAJCOM discretion.

7.5.2.4.1. **Flight Examiner.** Leave blank.

7.5.2.4.2. **Reviewing Officer.** Leave Blank.

7.5.2.4.3. **Final Approving Officer.** The commander directing the downgrade will sign and place an "X" in the remarks block.

7.5.2.4.4. **Examinee.** The crewmember will sign acknowledging the action being taken by the commander.

7.5.2.5. **Section IV. Comments** (see [Figure 7.2](#), [Figure 7.3](#) and [Figure 7.4](#)).

7.5.2.5.1. Non-flying cases. See [Figure 7.2](#) for example.

7.5.2.5.2. Flying cases.

7.5.2.5.2.1. If the downgrade is to an intermediate level of qualification ([Figure 7.3](#)) enter "COMMANDER'S REMARKS." Follow this by "A. Narrative," describing the reason for the downgrade. Include "for cause" in the reasoning

statement. Identify discrepancies in paragraph B. Recommend additional training (optional) in paragraph C. Additional Comments may be included in paragraph D. If additional reviews are accomplished, annotate in remaining space or use continuation page.

7.5.2.5.2.2. If the downgrade is to an unqualified status (**Figure 7.4**), enter “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.” Follow this by “A. Narrative,” describing the reason for the commander-directed downgrade. Include “for cause” in the reasoning statement. Identify discrepancies in paragraph B. Recommend additional training in Paragraph C, followed by the specific corrective action or training required prior to requalification, or enter “None”. Additional Comments may be included in paragraph D. If additional reviews are accomplished, annotate in remaining space or use continuation page.

Figure 7.2. Commander-Directed Downgrade (non-flying-related cases).

RESTRICTION(s): Comments are mandatory, see **paragraph 5.2.14.**

COMMANDER'S REMARKS:

A. Narrative: Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.

B. Recommended Additional Training. If paragraph C is not used annotate "B. Recommended Additional Training. None."

C. Additional Comments. ...

Additional Reviews: (Optional)

Figure 7.3. Commander-Directed Downgrade (flying-related cases, intermediate level of restriction).

COMMANDER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.

B. Discrepancies. Document all discrepancies (Q- or U). Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy.

1. Ground.

2. Flight.

Use the following entries if required:

C. Recommended Additional Training. Enter recommended additional training or "None."

1. Ground.

2. Flight.

D. Additional Comments. ...

Additional Reviews: *(Optional)*

Figure 7.4. Commander-Directed Downgrade (flying-related cases, unqualified status).

RESTRICTION(s): COMMANDER-DIRECTED DOWNGRADE

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.

B. Discrepancies. Document all discrepancies (Q- or U). Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy.

1. Ground.

2. Flight.

C. Recommended Additional Training. Enter recommended additional training or "None."

1. Ground.

2. Flight.

D. Additional Comments. ...

Additional Reviews: *(Optional)*

7.6. AF Form 1381, USAF Certification of Air Crew Training. Optional. If used, comply with the following guidance when completing an AF Form 1381. MAJCOMs may prescribe use of AF Form 1381 or AF Form 4348 (see [paragraph 7.7](#)). If prescribed, use either form. See [Attachment 6](#) for sample AF Form 1381.

7.6. (ACC)AF Form 1381, USAF Certification of Aircrew Training. Special certifications may be documented IAW AFI 11-2MDS Volume 1 on AF Form 1381, AF Form 4348 or locally

created training folder trackers. **EXCEPTION:** A FRC units will not document aircrew certifications on AF Form 1381. FE certifications will be signed by the SQ/CC or OG/CC.

7.6.1. **Purpose.** The AF Form 1381 provides a permanent record/certification source for aircrew certifications not attained through an AF Form 8/8a qualification. (MAJCOMs may approve use of a unit certification document signed by an authorized official. An authorized official for a unit certification document will be an official authorized to approve an AF Form 8 or 8a, or another appropriate authority designated in writing by this official.)

7.6.1.1. Maintain a separate AF Form 1381 in the FEF, Section I, documenting certifications by individual assigned flying unit and primary MDS. For aircrew members with multiple aircraft certifications attained through difference training, only one AF Form 1381 is required; specify the primary mission MDS designation. File AF Forms 1381 in chronological order with the most recent on top. **Note:** May also be filed in an aircrew member's permanent training folder, as a training completion document. When AF Form 1381 is used as a training completion document, refer to AFI 11-202, Volume 1, for guidance.

7.6.1.2. Unit stan/eval will document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of aircrew while assigned/attached to their flying unit.

7.6.1.2.1. The AF Form 1381 will document all certifications attained in previous and current MDS(s). Retain as a historical source document. File AF Forms 1381 in chronological order with the most recent on top.

7.6.1.2.2. During the initial review of individual FEF, also review AF Form 1381 entries in the aircrew member's training folder to determine applicable certifications of new assigned/attached aircrew members. Document aircrew certifications as specified by the assigned/attached flying unit commander on a new AF Form 1381.

7.6.1.2.2.1. The OGV/DOV Chief or other individual designated by the squadron commander will sign a one line entry below all other entries signifying acceptance of those events listed above (see [paragraph 7.6.7](#) for documentation requirements).

7.6.1.2.3. AFI 11-202, Volume 2/MAJCOM Supplement will specify AF Form 1381 certifying officials, IAW [paragraph 7.6.3.4](#).

7.6.1.3. Do not use AF Form 1381 to document one-time training/new equipment unless directed by HHQ.

7.6.1.4. Appropriate guidance that may require aircrew certification using AF Form 1381 entry include AFI 11-202, Volume 2/MAJCOM Supplement; AFI 11-2 MDS-Specific Volume 1; AFI 11-2 MDS-Specific Volume 3, *MDS XX - Operations Procedures*; CONOPS; HHQ messages; and local unit guidance.

7.6.1.5. MAJCOMs supplements may specify procedures or sources for preparing AF Forms 1381.

7.6.2. General Data Entry.

7.6.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II) and last four of SSAN.

7.6.2.2. Use one line for each certification or decertification.

7.6.2.3. Enter each certification or decertification in chronological order base on the date the action is completed.

7.6.2.4. For date fields in the AF Form 1381, use a two-digit day, three-letter month and two-digit year format (e.g., 20 Dec 05), or as required by electronic form (20051220).

7.6.3. **Certification.**

7.6.3.1. **(DELETED)**

7.6.3.2. Subject Title. Enter each certification title on the AF Form 1381.

7.6.3.3. Date Certified. Enter the effective date of certification.

7.6.3.3.1. For certifications attained as part of a FTU, the date will match the date of the applicable AF Form 8/8a, or enter the date of completion or graduation from FTU if no AF Form 8/8a is issued.

7.6.3.4. Certification Official/Organization. The Certifying Official will sign above their typed name, rank, organization and office symbol.

7.6.3.5. The Certifying Official is the person authorized by governing directives to approve or certify an aircrew member for a specific position or event.

7.6.3.6. If a certification is given with restrictions, state the restrictions on the AF Form 1381. Use additional lines on the AF Form 1381, as necessary.

7.6.4. **Decertification.** Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

7.6.4.1. **Decertification for Cause.** Used for observed substandard performance.

7.6.4.1.1. This action is normally associated with Commander-Directed Downgrade, but also applies to commander-directed decertification of evaluators (resulting from substandard performance).

7.6.4.1.2. To document Decertification for Cause, line out the event, date and certifying official/organization/location; annotate "Decertification for Cause" under Training Requirement/Subject Title; enter date of decertification under Date Completed; enter name, rank, organization, and office symbol and signature of decertifying official under Certifying Official/Organization.

7.6.4.2. **Discretionary Decertification.** An administrative action not based on performance.

7.6.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI 11-2 MDS-Specific Volume 1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

7.6.4.2.2. To document Discretionary Decertification: line out the event, date and certifying official/organization/location; annotate “Discretionary Decertification” under Training Requirement/Subject Title; enter date of decertification under Date Completed; enter name, rank, organization and office symbol of the decertifying official under Certifying Official/Organization. **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.

7.6.4.2.3. For events that have changed in name only (e.g., In-Flight Refueling to Air Refueling) no action is necessary. If desired for clarity: line out the event, date and certifying official/organization/location; annotate “Renamed (new name)” under Subject Title.

7.6.4.2.4. For members who change MDS while assigned/attached to the same stan/eval organization, prepare a new AF Form 1381 indicating the new MDS and transcribe all events which apply to the new MDS IAW [paragraph 7.6.1.2.2](#).

7.6.5. **Unusual Circumstances.** When unusual circumstances require additional information for an AF Form 1381 entry, use additional lines as necessary or reaccomplish the AF Form 1381.

7.6.6. **Computer Generated AF Forms 1381.** Units may use a computer-generated AF Form 1381 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated forms must mirror AF forms as published on the Air Force e-Publishing web site.

7.6.6.1. A computer-generated AF Form 1381 must be signed IAW [paragraph 7.6.1.2.2.1](#).

7.6.6.2. The last signature on a computer-generated AF Form 1381 certifies:

7.6.6.2.1. New or rescinded certification attained while assigned/attached to unit of certifying official.

7.6.6.2.2. All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computer-generated AF Form 1381.

7.6.7. **Unit Supplement.** Describe unit AF Form 1381 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 1381 are also included in ARMS. Annotate if someone other than the Chief of OGV/DOV has been authorized by the squadron commander to sign the last line of an AF Form 1381.

7.7. AF Form 4348, USAF Aircrew Certifications. Optional. Use in place of AF Form 1831 when used. If used, comply with the following guidance when completing an AF Form 4348. See [Attachment 7](#) for sample AF Forms 4348.

7.7.1. **Purpose.** The AF Form 4348 provides a permanent record and certification source for aircrew certifications not attained through an AF Form 8/8a qualification.

7.7.1.1. Maintain a separate AF Form 4348 in the FEF, Section I, under tab 1 documenting certifications by assigned flying unit and primary MDS. For aircrew

members with aircraft certifications in multiple MDS aircraft which do not require qualification in each aircraft (i.e. F-16C and F-16CG), only one AF Form 4348 is required; specify the primary mission MDS designation. File AF Forms 4348 in chronological order with the most recent on top.

7.7.1.2. Unit stan/eval will document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of aircrew while assigned/attached to their flying unit.

7.7.1.2.1. The AF Form 4348 will document all certifications attained in previous and current MDS(s). Retain in the FEF, Section I, under tab 1, as a historical source document. File AF Forms 4348 in chronological order with the most recent on top.

7.7.1.2.2. During the initial review of individual FEF, also review previous AF Form 4348 entries to determine all applicable certifications of new assigned/attached aircrew member. Then, document applicable aircrew certifications accepted by the gaining flying unit commander on a new AF Form 4348.

7.7.1.2.2.1. The OGV/DOV Chief or other individual designated by the squadron commander will sign a one line entry below all other entries verifying that above certification transcriptions are accurate (see [paragraph 7.7.7](#) for documentation requirements).

7.7.1.2.3. AFI 11-202, Volume 2/MAJCOM Supplement will specify AF Form 4348 certifying officials, IAW [paragraph 7.7.3.4](#).

7.7.1.2.3. (ACC) When certifications are documented on AF Form 4348, FE certifications will be signed by the SQ/CC or OG/CC. All other certifications will be signed by the SQ/CC or SQ/DO.

7.7.1.3. Do not use AF Form 4348 to document one-time training/new equipment unless directed by HHQ.

7.7.1.4. Appropriate guidance that may require aircrew certification using AF Form 4348 entry include AFI 11-202, Volume 2/MAJCOM Supplement; AFI 11-2 MDS Specific, Volume 1; AFI 11-2 MDS Specific, Volume 3; CONOPS; HHQ messages; and local unit guidance.

7.7.1.5. MAJCOMs supplements will specify procedures or sources for preparing AF Forms 4348.

7.7.2. General Data Entry.

7.7.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), last four of SSAN, unit MDS and unit organization/location.

7.7.2.2. Use one line for each certification.

7.7.2.3. Enter each certification in chronological order base on the date the action is completed.

7.7.2.4. For date fields in the AF Form 4348, use a two-digit day, three-letter month and two-digit year format, or as required for electronic forms.

7.7.3. Certification.

7.7.3.1. Certified Event Title. Enter each certification title on the top block on the AF Form 4348.

7.7.3.2. Enter the instructor's rank, name and organization who completed applicable training for the certified event below the event title of the Certified Event block for the MDS under which the certification is given.

7.7.3.3. Date Certified. Enter the effective date of certification.

7.7.3.3.1. For certifications attained as part of a FTU, the date will match the date of the applicable AF Form 8/8a, or enter the date of completion or graduation from FTU if no AF Form 8/8a is issued.

7.7.3.4. Certification Official/Organization. The Certifying Official will sign above their typed name, rank, organization and office symbol.

7.7.3.5. The Certifying Official is the person authorized by governing directives to approve or certify an aircrew member for a specific position or event.

7.7.3.6. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

7.7.4. **Decertification.** Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

7.7.4.1. **Decertification for Cause.** Used for observed substandard performance.

7.7.4.1.1. This action is normally associated with Commander-Directed Downgrade, but also applies to commander-directed decertification of evaluators (resulting from substandard performance).

7.7.4.1.2. To document Decertification for Cause, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see [Attachment 7](#) for example.

7.7.4.2. **Discretionary Decertification.** An administrative action not based on performance.

7.7.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI 11-2 MDS-Specific Volume 1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

7.7.4.2.2. To document Discretionary Decertification, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see [Attachment 7](#). **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.

7.7.4.2.3. For events that have changed in name only (e.g., In-Flight Refueling to Air Refueling) no action is necessary. If desired for clarity: annotate “Renamed (new title)” under Remarks.

7.7.4.2.4. For members who change MDS while assigned/attached to the same stan/eval organization, prepare a new AF Form 4348 indicating the new MDS and transcribe all events which apply to the new MDS IAW [paragraph 7.7.1.2.2](#).

7.7.5. Unusual Circumstances. When unusual circumstances require additional information for an AF Form 4348 entry, use additional lines as necessary or reaccomplish the AF Form 4348.

7.7.6. Computer Generated AF Forms 4348. Units may use a computer-generated AF Form 4348 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

7.7.6.1. A computer-generated AF Form 4348 must be signed IAW [paragraphs 7.7.1.2.2.1, 7.7.3.4, 7.7.4.1](#), and [7.7.4.2](#) as applicable.

7.7.6.2. The signature on a computer-generated AF Form 4348 certifies:

7.7.6.2.1. New or rescinded certification attained while assigned/attached to unit of certifying official.

7.7.6.2.2. All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computer-generated AF Form 4348.

7.7.7. Unit Supplement. Describe unit AF Form 4348 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 4348 are also included in ARMS. Annotate if someone other than the Chief of OGV/DOV has been authorized by the squadron commander to sign the last line of an AF Form 4348 to signify transcription accuracy IAW [paragraph 7.7.1.2.2.1](#).

7.8. AF Form 942, Record of Evaluation. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8/8a accomplished by the aircrew member.

7.8.1. Data Entry. The sample AF Form 942 is provided to demonstrate the content, not the format, of the data presented (see [Attachment 5](#)).

7.8.1.1. To facilitate the entry of data on the form, except type of evaluation designations in capital letters, use upper and lower case letters.

7.8.1.2. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.8.1.3. A one-line entry is used for all evaluations with the exception of those on which the qualification levels awarded portions of a combined evaluation are not all the same.

7.8.1.4. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry will be made for each different qualification level

awarded indicating which portions of the combined evaluation received that qualification level.

7.8.1.5. Use each AF Form 942 until it is filled or “Z” out any unused blocks.

7.8.2. **Type Aircraft/Crew Position.** Enter type MDS used and crew position flown during the evaluation as it appears in the Aircraft/Crew Position area under Examinee Identification of the subject AF Form 8/8a. For AF Form 8a, enter first aircraft.

7.8.3. **Type of Evaluation.** Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see [paragraph 7.3.5.4.4](#)) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8/8a. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8/8a.

7.8.4. **Date Completed.** Enter date from the Date Completed block of the subject AF Form 8/8a (i.e., the latest completion date of the evaluation ground and flight phase requisites or additional training).

7.8.5. **Qualification Level.** Enter the appropriate qualification level as it appears on the subject AF Form 8/8a (1, 2, 3 or 3/1).

7.8.6. **MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the MAJCOM under which an evaluation was administered.

7.8.6. (ACC) TDY students at FTUs do not require this entry, while in student status, if no evaluation is completed until end of course.

7.8.7. **Computer Generated AF Form 942.** A computer generated AF Form 942 may be used as long as cumulative entries are retained. Computer-generated forms must mirror AF forms as published on the Air Force e-Publishing web site. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new squadron. If electronic backups are normally maintained on removable storage media (e.g., DVD-ROM/CD-ROM, external hard drive, floppy disk) or are specifically prepared to facilitate transfer of an FEF, file the storage media in Section I of the FEF.

7.9. Flight Evaluation Folders The FEF contains the source documents that constitute the history of flying qualification for each aircrew member. The AF Form 8/8a is the source document used to record and certify the qualification of an aircrew member. A complete history of the AF Forms 8/8a in an FEF is maintained on an accompanying AF Form 942.

7.9.1. **Maintenance.** Each aircrew member who is on flying status must have a FEF, which includes all AF Forms 8/8a, AF Forms 942, AF Forms 1381/4348 (optional; see [paragraphs 7.2, 7.6](#)), and additional MAJCOM specified items. **EXCEPTION:** See [paragraph 8.4](#) for PJ and CRO evaluation folders.

7.9.1.1. The FEF must be maintained by a stan/eval functional office - normally in the organization to which the individual is assigned or attached for flying.

7.9.1.2. HHQ personnel on active flying status may have their FEFs maintained by the stan/eval function at their assigned stations.

7.9.1.3. The FEF for personnel in inactive flying status will be maintained with their Flight Records Folder (FRF).

7.9.1.4. FEF maintenance may be further defined in the MAJCOM supplement to this instruction.

7.9.1.5. Individuals assigned or attached to other than USAF units may use the format of the service of the unit of attachment to document their history of qualification/certification.

7.9.2. Contents of FEF. Divide the FEF into two sections:

7.9.2.1. **Section I (left side).** This Section contains AF Forms 942, AF Forms 1381/4348 (if used); see [paragraph 7.2](#) for use of alternate documentation, MAJCOM required items and those items authorized by the unit supplement to this instruction (e.g., logs of initial and annual reviews). Section I may contain two tabbed sub-sections, Tabs are optional.

7.9.2.1.1. AF Forms 942 will be placed on top of Tab 1 this section (when tabs are used), in chronological order with the most recent on top. Place the AF Form 1381/4348, if used (or alternate document) or any certifications, qualifications, authorizations, and/or cross-references to such documents.

7.9.2.1.2. Tab 2 (if used) maintain any additional information as directed by MAJCOM supplement or [paragraph 7.7.2.1.4](#).

7.9.2.1.2. (ACC) Define additional Tab 2 information per unit supplement.

7.9.2.1.3. If used, file backup electronic storage media in Section I of the FEF.

7.9.2.1.4. If the FEF is not maintained at the same base with the individual's flight record, a copy of the most recent AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, and AF Form 702, *Individual Physiological Training Record*, may be filed in this section behind Tab 2.

7.9.2.2. **Section II (right side).** This Section contains AF Forms 8/8a and Memos for Record for all evaluations listed on the AF Form 942 in Section I.

7.9.2.2.1. File AF Forms 8/8a in chronological order with the most recent on top. Individuals who maintain qualification in two or more mission design aircraft or two or more crew positions in the same mission design aircraft will file AF Forms 8/8a in chronological order – without consideration of MDS or crew position.

7.9.2.2.2. Memos for record documenting waivers and extensions are filed on top of the affected AF Form 8/8a. Incorporate the information contained in the MFR onto the affected AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Permanent MFRs documenting major discrepancies relating to qualification (see [paragraph 7.8.5.1.1](#)) are filed immediately above the latest affected AF Form 8/8a or, in cases where the memo is for items other than those found on AF Forms 8/8a, in chronological order with AF Forms 8/8a. Memos for record become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8/8a.

7.9.2.2.3. Memos for record documenting major discrepancies of a particular AF Form 8/8a will be filed on top of that AF Form 8/8a regardless of date the discrepancy is discovered.

7.9.2.2.4. Memos for record documenting similar discrepancies found on multiple AF Forms 8/8a will be filed on top of the latest affected AF Form 8/8a.

7.9.2.2.5. Copies of these source documents may be filed with other unit agencies for evaluation program management.

7.9.3. **Description of Folders.**

7.9.3.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent).

7.9.3.2. Standard 2 3/4-inch metal fasteners may be used.

7.9.3.3. Affix a label bearing the individual's name and last four of SSAN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

7.9.3.4. Folders must bear the "Privacy Act" statement or a "For Official Use Only" label/stamp on both sides of the FEF folder.

7.9.4. **Review of FEF.** Document the procedures on how to accomplish an initial review and how to implement the periodic review of FEFs in the unit supplement to this instruction.

7.9.4.1. **Initial Review.** The flying unit will review the FEF for all newly assigned aircrew members to establish their currency and qualification prior to their first flight.

7.9.4.1.1. The reviewing organization is responsible for establishing the currency and qualification of the aircrew member as determined from the latest applicable documentation in Sections I and II of the FEF. Following determination of the currency and qualification of the aircrew member, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.9.4.1.2. If the FEF of HHQ personnel on active flying status is maintained by the stan/eval function at their assigned stations, that stan/eval function will also review the FEF prior to their first flight.

7.9.4.2. **Posting Review.** The stan/eval function will review each AF Form 8/8a, AF Form 1381, or AF Form 4348 when they are placed in the FEF to ensure accuracy and completeness. This review will confirm that the eligibility period and qualification as documented are correct, all required flight evaluation events were accomplished and requisites were accomplished within the eligibility period and that the AF Form 8/8a contains all signatures and initials within allotted time. AF Forms 1381/4348 will be reviewed for correct certification signature and to ensure all previous entries are accounted for and are accurate. Document the posting review IAW unit or MAJCOM supplement.

7.9.4.3. **Periodic Review.** The stan/eval function will review all unit FEFs to confirm expiration dates used to track required aircrew qualification evaluations are the same as those listed in the FEFs. The interval between reviews will not exceed the qualification period window established by [paragraph 5.2.6.1](#) unless a more restrictive review period

is established by the MAJCOM supplement. Document the periodic review IAW unit or MAJCOM supplement. Periodic review of FEFs for personnel in inactive status is not required.

7.9.4.3. **(ACC)** Documentation of periodic reviews will be outlined in the unit supplement.

7.9.4.3.1. **(Added-SJAFB)** Periodic Reviews will be accomplished during December of each year. The Periodic Review will be a complete and thorough review of the FEF, and accomplish the following:

7.9.4.3.1.1. **(Added-SJAFB)** All Forms 8 are in reverse chronological sequence (most recent on top).

7.9.4.3.1.2. **(Added-SJAFB)** AF Form 942 entries agree with all Forms 8

7.9.4.3.1.3. **(Added-SJAFB)** Verify the individual has evaluation currency.

7.9.4.3.1.4. **(Added-SJAFB)** Ensure all 4 FW generated Forms 8 are signed and dated correctly.

7.9.4.3.2. **(Added-SJAFB)** On AF Form 942, enter “Annual Review” under “Type of Evaluation” and date accomplished under “Date Completed” block.

7.9.5. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8/8a, AF Form 1381, AF Form 4348, and AF Form 942.

7.9.5.1. **Categories of Discrepancies.** Discrepancies are categorized by their impact on qualification/certification.

7.9.5.1.1. Discrepancies that alter the qualification/certification of the affected aircrew member are considered major.

7.9.5.1.2. Those discrepancies that do not alter the qualification/certification of the affected aircrew member are considered minor and include typos, formatting and misspellings.

7.9.5.2. **Major Discrepancies Disposition.** Identified major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Form 8/8a/1381/4348, or in chronological order with the AF Forms 8/8a/1381/4348 for items other than those found on AF Forms 8/8a/1381/4348. An MFR created to document late evaluations, OG/CC waivers, etc. is removed from the FEF once the information is incorporated onto the completed affected AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments. Memos for record become a permanent part of the FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8/8a.

7.9.5.3. **Minor Discrepancies Disposition.** Minor discrepancies are documented on a non-permanent record as defined by the unit supplement to this instruction.

7.9.5.3.1. The record of minor discrepancies is to be used to ensure standardization of AF Forms 8/8a, AF Forms 942, AF Forms 1381, AF Forms 4348, and aircrew member FEFs.

7.9.5.3.2. Record of minor discrepancies need not reside in the FEF.

7.9.5.3.2.1. **(Added-SJAFB)** Document Minor Discrepancies on the 4 OG FEF Review/Discrepancy Log. File the Log in FEF Section I behind the AF Form 942.

7.9.5.3.3. Any records of minor discrepancies kept in the FEF will be removed prior to any permanent change in station or status of the affected aircrew member.

7.9.5.4. Corrections.

7.9.5.4.1. **AF Form 8/8a.** As a source document, the AF Form 8/8a may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the flight examiner signing Section III of the form initials the correction.

7.9.5.4.2. **AF Form 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the affected aircrew member and the contents of Section II of the FEF.

7.9.5.4.3. **AF Form 1381.** As a source document, the AF Form 1381 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 1381 initials the correction. For significant corrections, which alter the certification's intent, make a new AF Form 1381 entry.

7.9.5.4.4. **AF Form 4348.** As a source document, the AF Form 4348 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 4348 initials the correction. For significant corrections, which alter the certification's intent, make a new AF Form 4348 entry.

7.9.6. Transfer of FEF. When custody of the FEF is transferred to a new unit or base:

7.9.6.1. **Retention of Records.** Retain all records in the folder until reviewed by the gaining unit. After review, return to the individual those forms not retained in the folder.

7.9.6.2. **Formal Training Graduates.** For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

7.9.6.3. **PCS of Individual.** Aircrew members will normally hand-carry their FEF with their FRF to the gaining organization.

7.9.6.3. **(SJAFB)** Ensure the latest copy of the Letter of Certification (Letter of Xs) is added to the individual's FEF during the out-processing of DOV.

7.9.6.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit.

7.9.6.3.2. Mail any flight evaluation records not included in the folder at time of transfer to the gaining organization with clear identification of the individual concerned.

7.9.6.3.3. When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF.

7.9.6.3.4. If any FEF information is maintained electronically, a suitable storage media containing that information will be included with the FEF.

7.9.6.4. **(Added-SJAFB) Deployment of Unit/Individual.** When a unit or individual deploys and requires information contained within the FEF, DOV will construct FEF extracts for all affected personnel.

7.9.6.4.1. **(Added-SJAFB)** The FEF extract will consist of a copy of the Form 942 and the most recent periodic and initial Forms 8. (i.e. INSTM/QUAL, MSN, and anything such as INIT INSTR or Flight Examiner Objectivity).

7.9.6.4.2. **(Added-SJAFB)** If it is an individual or small group deployment, add the most recent copy of the Letter of Certification (Letter of Xs) to the FEF. For unit deployments this is not necessary.

7.9.7. **Disposition of FEF.**

7.9.7.1. Dispose of the aircrew FEF according to the Air Force Records Disposition Schedule (RDS).

7.9.7.2. Outdated certification letters, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

7.9.8. **PJ and CRO Evaluation Folders.** See [paragraph 8.4](#) for PJ and CRO evaluation folder guidance.

Chapter 8

SPECIALIZED AIRCREW PROCEDURES

8.1. Purpose This chapter provides guidance for Flight Surgeons and non-rated aircrew personnel to include K-, Q-, and X- prefix Air Force Specialty Codes. **EXCEPTION:** Chapter 8 does not apply to X-prefix Aeromedical Evacuation crewmembers.

8.2. Flight Surgeon.

8.2.1. Flight Surgeon Qualification. Basic initial and periodic flight surgeon qualification consists of an open-book examination; a flight evaluation is not required. Upon completion of the basic examination, flight surgeons will be qualified in all USAF aircraft (universal qualification). MAJCOMs and subordinate units may direct additional general and MDS-Specific flight surgeon requirements. Qualification requirements will be documented on AF Form 8/8a. Certification requirements will be documented on AF Forms 1381/4348. Qualification and certification, when required, must be accomplished before flight as an aircrew member.

8.2.1. (ACC) Units will closely scrutinize the ability of the baseline Flight Surgeon open book test to fully qualify those personnel in unit aircraft. Any additional requirements driven by MDS or operating location specific procedures should be defined in unit supplements.

8.2.2. Evaluations. Flight surgeon initial, periodic, and MDS-Specific (if required) examinations are considered QUAL evaluations. Other examinations are not required by this AFI, but may be prescribed in MAJCOM and subordinate unit supplements.

8.2.3. Timing of Flight Surgeon Evaluations.

8.2.3.1. Expiration Date. The required periodic evaluations expire on the last day of the 17th month following the month in which the date of the AF Form 8/8a was successfully completed.

8.2.3.2. Scheduling. Schedule the periodic evaluation in the eligibility period (6-month period prior to expiration date).

8.2.3.3. Extended Evaluations. The OG/CC may extend the expiration date of the Flight Surgeon periodic evaluation up to three months on a case-by-case basis. Inform AFMSA/SGPA. Document extended evaluations IAW paragraph 5.2.6.3.4.

8.2.4. Requisite Completion. MAJCOMs may establish requisites for flight surgeons as necessary. Requisites from a completed evaluation or an examination used for re-currency will not be used for subsequent evaluations. All requisites for scheduled periodic evaluations in the eligibility period must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

8.2.5. Grading Policies. An overall qualification level of Q-1 will be awarded upon the successful completion of the flight surgeon examination(s).

8.2.6. Flight Surgeon Failure to Complete an Evaluation Within the Required Period. If a flight surgeon fails to complete an evaluation prior to the qualification expiration date, the flight surgeon loses the qualification covered by the evaluation. The

flight surgeon will not fly as a crew member until successful completion of the delinquent evaluation.

8.2.6.1. Qualification is re-established by successfully completing the periodic examination(s).

8.2.6.2. Document in the Comments block on the AF Form 8/8a the reason for out of the eligibility period evaluation.

8.2.7. **Flight Surgeon Examination.**

8.2.7.1. **Administrative Procedures.** Flight surgeons will complete a standardized open-book examination. Questions will be randomly generated from a test bank maintained by AFMOA/SG3P. MAJCOMs and subordinate organizations may establish additional requirements. Examinations will be completed in the unit stan/eval testing area or other appropriate location approved by the unit stan/eval chief.

8.2.7.2. **Grading Policy for Examination.** The minimum passing grade for exams is 85 percent – corrected to 100 percent. The open book examination will be corrected to 100% and a certificate will be generated following successful completion. Units will validate successful completion of all required exams prior to flight. Document examination scores as Pass/Fail on the AF Form 8/8a.

8.2.7.3. **Examination Question Sources.** AFMOA/SG3P, in coordination with AF/A3O-AT, will develop the basic flight surgeon examination. AF/A3O-AT will coordinate with applicable MAJCOMs.

8.2.7.4. **Failure to Pass a Requisite Exam.** An evaluation will not be complete until failed exams have been successfully re-accomplished.

8.2.7.4.1. **Reexamination Policy.** A flight surgeon failing a requisite examination at any time must be afforded an adequate study period prior to reexamination. The flight surgeon will be reevaluated using an alternate exam.

8.2.7.4.2. **Reexamination Period.** Failed requisite examination must be completed by successful reexamination before the flight surgeon can resume aircrew flying duties.

8.2.8. **AF Form 8, *Certificate of Aircrew Qualification*.** See [Chapter 7](#) for basic format. Accomplish flight surgeon-specific actions as directed in this section.

8.2.8.1. **Section I – Examinee Identification.**

8.2.8.1.1. **Aircraft/Crew Position.** When qualification for one specific aircraft is directed, enter aircraft MDS.

8.2.8.2. **Section II- Qualification.**

8.2.8.2.1. **Flight Phase.** A flight evaluation is not required.

8.2.8.2.2. **Expiration Date of Qualification.** For an evaluation that establish a new eligibility period, enter the month and year that is 17 months after the month in which the last ground phase requisite was successfully completed.

8.2.8.3. **Section III. Certification.**

8.2.8.3.1. **Flight Examiner.** The flight examiner signing Section III of the AF Form 8:

8.2.8.3.1.1. Is responsible for the content of the AF Form 8 and ensures that the evaluation is complete.

8.2.8.3.1.2. No Examiner Remarks are required in the Comments block in Section IV. The flight examiner will place an “X” in the remarks block and make comments in Section IV only when required.

8.2.8.3.1.3. The signing flight examiner will annotate their unit and office symbol for the organization block (e.g. 432 FS/DOT).

8.2.8.3.1.4. Any unit designated flight examiner can sign the Flight Surgeon AF Form 8 as the certifying flight examiner.

8.2.8.3.2. **Reviewing and Final Approving Officers.**

8.2.8.3.2.1. A Reviewing Officer is not required for Flight Surgeon AF Forms 8.

8.2.8.3.2.2. The flying unit level commander will sign as the Final Approving Officer.

8.2.8.3.2.3. The Final Approving Officer will annotate unit and position for the organization block (e.g. 432 FS/CC).

8.2.8.3.3. **Examinee.** The flight surgeon will be the last dated signature on the AF Form 8.

8.2.8.4. **Section IV – Comments.** As required.

8.2.8.5. **Additional Reviews.** Additional reviews are at the discretion of the unit.

8.2.9. **AF Form 8a. *Certificate of Aircrew Qualification (Multiple Aircraft)*** . AF Form 8a may be used to document Flight Surgeon Qualification. See [Chapter 7](#) for basic format. Accomplish specific actions as directed in this section.

8.2.9.1. **Section I – Examinee Identification.**

8.2.9.1.1. **Expiration Date of Qualification.** For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the last ground phase requisite was successfully completed.

8.2.9.2. **Section II- Aircraft Qualification.**

8.2.9.2.1. **Ground Phase.**

8.2.9.2.1.1. Aircraft/Crew Position. Enter the annotation “ALL” for the aircraft and “FS” for the crew position.

8.2.9.2.2. **Flight Phase.** A flight evaluation is not required.

8.2.9.3. **Section III.Certification.**

8.2.9.3.1. **Flight Examiner.**

8.2.9.3.1.1. The flight examiner signing Section III of the AF Form 8a is responsible for the content of the AF Form 8a and ensures that the evaluation is

complete.

8.2.9.3.1.2. Examiner Remarks are not required in the Comments block on the Continuation Sheet. If comments are necessary, the flight examiner will place an “X” in the remarks block and make comments on the Continuation Sheet.

8.2.9.3.1.3. The signing flight examiner will annotate their unit and office symbol for the organization block (e.g. 432 FS/DOT).

8.2.9.3.1.4. Any unit designated flight examiner can sign the Flight Surgeon AF Form 8a as the certifying flight examiner.

8.2.9.3.2. Reviewing and Final Approving Officers.

8.2.9.3.2.1. A Reviewing Officer is not required for Flight Surgeon AF Forms 8a.

8.2.9.3.2.2. The flying unit level commander will sign as the Final Approving Officer.

8.2.9.3.2.3. The Final Approving Officer will annotate unit and position for the organization block (e.g. 432 FS/CC).

8.2.9.3.3. **Examinee.** The flight surgeon will be the last dated signature on the AF Form 8a.

8.2.9.4. **Section IV.Comments.** As required on Continuation Sheet.

8.2.9.5. **Additional Reviews.** Additional reviews are at the discretion of the unit.

8.2.9.6. **Additional Aircraft Qualification.** Upon completion of the flight surgeon examination ([paragraph 8.2.7](#)), flight surgeons will be qualified in all USAF aircraft. MAJCOMs and subordinate units may establish additional requirements. When flight surgeon qualification is limited to specific aircraft and additional aircraft qualification is required, the following guidance applies:

8.2.9.6.1. Flight Surgeons seeking qualification in additional aircraft must have a valid aircraft assignment aeronautical order IAW AFI 11-402 for that MDS and have successfully completed any MAJCOM requirements for MDS specific exams. Annotate additional aircraft qualifications on the AF Form 8a as specified in the MAJCOM supplement.

8.2.9.6.2. Flight Surgeons assigned to one command/unit, but attached for flying to another command/unit, will accomplish examination requirements as directed by the command/unit of attachment.

8.2.9.6.3. Flight surgeons may be authorized to perform inflight duties in non-USAF aircraft. Comply with AFI 11-401 and [paragraph 5.2.19](#).

8.2.10. **Suspense of Flight Surgeon AF Forms 8/8a.** File the completed AF Form 8/8a (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8/8a.

8.3. Non-Rated Aircrew.

8.3.1. **Compliance.** Non-rated aircrew personnel will comply with provisions in this instruction, AFI 11-2 MDS-Specific Volume 2, and/or other applicable AFI guidance.

Standardization/Evaluation procedures may be contained in designated chapters/sections of AFIs in other series.

8.3.2. Non-Rated Aircrew Qualification. Basic initial and periodic non-rated aircrew qualification will be accomplished by a written examination. A flight evaluation may be directed. MAJCOMs and subordinate units may direct additional general and MDS specific qualification requirements. Qualification requirements will be documented on AF Form 8/8a. Certification requirements will be documented on AF Forms 1381/4348. Qualification and certification, when required, must be accomplished before flight as an aircrew member.

8.3.3. Evaluations. Initial, periodic, and MDS-Specific or Aircrew-Specific examinations are considered QUAL evaluations. Flight evaluation may be directed. Additional evaluations (INSTR, SPOT, MSN) may be directed. The MSN flight evaluation, when directed, may be further described by the use of prefixes (INIT, RQ, and N/N) as appropriate, see [paragraph 5.2.3](#).

8.3.4. Timing of Non-Rated Aircrew Evaluations.

8.3.4.1. Expiration Date. The required periodic evaluations expire on the last day of the 17th month following the month in which the date of the AF Form 8/8a was successfully completed.

8.3.4.2. Scheduling. Schedule the periodic evaluation in the eligibility period (6-month period prior to expiration date).

8.3.4.3. Extended Evaluations. The OG/CC may extend the expiration date of non-rated aircrew periodic evaluations up to three months on a case-by-case basis. Document extended evaluations IAW [paragraph 5.2.6.3.4](#).

8.3.5. Requisite Completion. Requisites from a completed evaluation or an examination used for re-currency will not be used for subsequent evaluations. All requisites for scheduled periodic evaluations in the eligibility period must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

8.3.6. Grading Policies. Grade evaluations as specified in [Chapter 5](#). Grading policy may be specified in MAJCOM and subordinate unit supplements or in specific AFI guidance.

8.3.7. Failure to Complete an Evaluation Within the Required Period. If a non-rated aircrew member fails to complete an evaluation prior to the qualification expiration date, the member loses the qualification covered by the evaluation. The individual will not fly as a crew member until successful completion of the delinquent evaluation.

8.3.7.1. Qualification is re-established by successfully completing the periodic examination(s).

8.3.7.2. Document in the Comments block on the AF Form 8/8a the reason for out of the eligibility period evaluation.

8.3.8. Non-Rated Aircrew Examination.

8.3.8.1. **Administrative Procedures.** Management of non-rated aircrew examinations will be IAW [paragraph 6.3](#). Reference [paragraph 6.4.2](#) for examination security.

8.3.8.2. **Grading Policy for Examination.** The minimum passing grade for exams is 85 percent – corrected to 100 percent. Units will grade all completed requisite exams prior to the member's next flight. Units will describe how to enforce this restriction in the unit supplement to this instruction.

8.3.8.3. **Examination Question Sources.** The lead MAJCOM will develop non-rated aircrew examinations. Open book examinations may be prescribed. Closed book examinations will consist of a minimum of 20 questions, of which a minimum of 10 questions must be safety related (i.e. Emergency Procedures, life support equipment, egress as applicable to the aircrew member's crew position).

8.3.8.4. **Failure to Pass a Requisite Exam.** An evaluation will not be complete until failed exams have been successfully re-accomplished.

8.3.8.4.1. **Reexamination Policy.** An aircrew member failing a requisite examination at any time must be afforded an adequate study period prior to reexamination. The member will be reevaluated using an alternate exam.

8.3.8.4.2. **Reexamination Period.** Failed requisite examination must be completed by successful reexamination before the member can resume aircrew flying duties.

8.3.9. **AF Form 8, *Certificate of Aircrew Qualification*.** When AF Form 8 is used for non-rated aircrew qualification, accomplish as specified in [paragraph 8.2.8](#). See [Chapter 7](#) for basic format. When a flight evaluation is directed, accomplish applicable portions of the AF Form 8 as specified in [Chapter 7](#).

8.3.10. **AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*.** When AF Form 8a is used for non-rated aircrew qualification, accomplish as specified in [paragraph 8.2.9](#). See [Chapter 7](#) for basic format. When a flight evaluation is directed, accomplish applicable portions of the Form 8a as specified in [Chapter 7](#).

8.3.11. **Suspense of Non-Rated Aircrew AF Forms 8/8a.** File the completed AF Form 8/8a (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8/8a.

8.3.12. **AF Form 942, *Record of Evaluation*.** Document evaluations on an AF Form 942 IAW [paragraph 7.6](#). For AF Form 8a, enter first aircraft.

8.4. PJ and CRO Additional Procedures PJ and CRO additional procedures are established in AFI 16-1202, Volume 2, *Pararescue and Combat Rescue Officer Evaluations*. The OPR for AFI 16-1202, Volume 2, will coordinate the initial guidance and any changes with AF/A3O-AT, to ensure compliance with AFI 11-202, Volume 2. AF/A3O-AT will coordinate with applicable MAJCOMs.

Chapter 9

ADDITIONAL PROGRAMS

9.1. Flight Crew Information File Units will establish and maintain a library consisting of a current read file and publications. This library will consist of a minimum of four volumes as listed in **Table 9.1** in either hardcopy or electronic format.

9.1.1. Required Volumes. Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and flight manuals, and Volume V (optional) is reserved for flight safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

9.1.1. (ACC) At OG/CC's discretion, the FCIF library may be electronic, provided measures are in place to ensure currency of publications and unrestricted access by crewmembers. Units will prepare to support deployed forces with appropriate FCIF information. Units will develop a deployment plan to successfully transfer or build a duplicate process to provide timely FCIF information to aircrews supporting deployed operations.

9.1.1.1. (Added-ACC) Wing/Group agencies desiring to insert information into the FCIF will submit the information to OGV for coordination and distribution (Volume V excluded). Items entered into Volume I will be limited to those items that contain information temporary in nature. To prevent overwhelming the aircrew members with unnecessary details, salient points may be extracted from lengthy documents or highlighted if inclusion in Volume I is necessary. Above the Wing/Group level, the NAF or MAJCOM Stan/Eval function is the focal point for FCIF information.

9.1.1.2. (Added-ACC) Units utilizing electronic media will ensure backup copies of FCIF Volumes I and II (paper or electronic) are maintained in case of connectivity problems, external power supply problems, or unit deployment/field conditions.

9.1.1.3. (Added-SJAFB) OGV will conduct an annual review of the FCIF library to ensure the contents are complete and current IAW AFI 11-215. This annual review will occur in December of each year prior to publishing the annual review FCIF.

Table 9.1. Required Volumes.

VOLUME	TITLE
VOLUME I	Table of Contents/Current Read File
VOLUME II	Publications—Air Force Directives MAJCOM Supplements
VOLUME III	Publications—MAJCOM/NAF/Local Directives
VOLUME IV	Flight Manuals/Checklists/Aircrew Aids/Technical Orders

VOLUME V	Flight Safety Information (Optional)
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9.1.2. **Current Read File.** Volume I consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (*Note:* Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

9.1.2. (ACC) Volume I will be divided into three parts:

9.1.2.1. Part A is a table of contents listing all material contained in FCIF Volumes I through V.

9.1.2.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight.

9.1.2.2.1. (**Added-ACC**) Part B will contain messages instituting revisions to mission procedures that directly affect safety of flight. MAJCOM directed FCIF items for Part B will be approved by the applicable MAJCOM/A3 and coordinated through HQ ACC/A3TV for ACC units, NGB/A3O for ANG units, and HQ AFRC/A3V for AFRC units.

9.1.2.2.1.1. (**Added-ACC**) Part B will contain, as a minimum, an approved date, a control number, subject, Originator and Originator Title, expiration date, and suspense date. Note: the subject should match the MAJCOM FCIF subject, when applicable. The NoGo box will be checked for all Part B items. Units will review items for applicability in conjunction with the ACC quarterly message. The most current list of active FCIFs can be viewed at the ACC/A3TV website.

9.1.2.2.1.2. (**Added-ACC**) Items in Part B will be filed in reverse numerical sequence with the latest item on top. Classified entries will be cross-referenced to the appropriate location. Part B may be indexed and divided by MDS. If unit PEX database is contained on an unclassified net and a classified Part B FCIF is issued, the FCIF will cross reference the specific location where aircrew can review classified message.

9.1.2.2.1.3. (**Added-SJAFFB**) OGV will distribute Part B entries via email to DOVs and other agencies on base. Squadron DOV personnel will print out a copy for inclusion into Volume I. OGV will post the associated read-file into PEX for all flying squadrons.

9.1.2.2.1.4. (**Added-SJAFFB**) When a part B message is rescinded, DOV personnel will post the updated Rescinded Index, and may remove and destroy the affected read-file. OGV will maintain electronic copies of all FCIFs if future reference is needed.

9.1.2.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight. Part C is optional.

9.1.2.3.1. (**Added-ACC**) Part C will contain current operational and mission guidance of a non-safety of flight nature. Items in Part C will be filed in reverse numerical sequence with the latest item on top. Part C may be indexed and divided by

MDS. If unit PEX database is contained on an unclassified net and a classified Part C FCIF is issued, the FCIF will cross reference the specific location where aircrew can review classified message.

9.1.2.3.1.1. **(Added-ACC)** At a minimum, AFRC units will document review of FCIF Part C monthly, in conjunction with the unit UTA.

9.1.2.3.1.2. **(Added-SJAFB)** Commanders may direct that Part C items be designated as No-Go items within their unit. DOV's will ensure that the Part C read-file is entered into PEX.

9.1.2.3.1.3. **(Added-SJAFB)** Part C items will be formatted and organized similar to part B read-files.

9.1.2.4. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklist and aircrew aids in the FCIF volumes.

9.1.2.5. Refer to [Attachment 8](#) for a sample message format for use when issuing an FCIF item from a MAJCOM/NAF stan/eval organization.

9.1.3. **Publications Library.** Volumes II through IV will consist of an FCIF Functional Publications Library according to MAJCOM directives.

9.1.3.1. All publications in the library will be current and complete.

9.1.3.2. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

9.1.3.2.1. **(Added-ACC)** FCIF Volume II will contain publications listed in AFI 11-202 V2, Table 9.2 in hardcopy format with appropriate MAJCOM supplements.

9.1.3.2.2. **(Added-ACC)** FCIF Volume II will also contain the following unit applicable items in either hardcopy or electronic format.

9.1.3.2.3. **(Added-ACC)** Additional publications may be placed in Volume II at unit discretion, as appropriate to the weapon system and mission.

9.1.3.2.4. **(Added-ACC)** The following may be placed in Volume III at unit discretion: Other MAJCOM/NAF/ local directives, such as NAF, AD, Center or Local directives, FTU syllabi and phase manuals and ATC Letters of Agreement covering local flying areas, traffic patterns and air traffic control.

9.1.3.2.5. **(Added-ACC)** Volume IV of the FCIF library will contain the following, as applicable (to include references for obtaining/viewing classified information): flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists (ballistic tables are not required), air refueling manuals, T.O. 00-5-1 *AF Technical Order System* and OGV issued aircrew aids.

9.1.3.2.6. **(Added-ACC)** Volume V of the FCIF library is an optional volume and is reserved for the unit/squadron safety officer. This volume, if used, is exempt from the controls applicable to Volumes I through VI. Items for this volume will be

submitted to the unit/squadron safety officer for approval in accordance with AFPAM 91-211, *USAF Guide to Aviation Safety Investigation*.

9.1.3.2.6. **(SJAFB)** The 4 OG will not utilize Volume V of the FCIF library. 4 FW/SE will forward applicable safety items to OGV for inclusion in an FCIF.

9.1.3.2.7. **(Added-ACC)** Units may establish an optional Volume VI titled "Weight and Balance." This volume will contain appropriate aircraft weight and balance information for all applicable aircraft in accordance with TO 1-1B-50, *Weight and Balance--USAF*, (a minimum of one per MDS) if it is not readily available to the aircrew members elsewhere.

9.1.3.2.7. **(SJAFB)** 4 OG will not maintain Volume VI of the FCIF library. 4 AMXS/QA maintains weight and balance information on each aircraft assigned to the group.

9.1.3.2.7.1. **(Added-ACC)** Units may have a copy of each canned DD Form 365-4, Weight and Balance Clearance Form F - Transport, for the standardized loads maintained in this volume. Additionally, a list of applicable aircraft configurations/unit standard conventional loads (SCL) will be maintained in this volume.

9.1.3.2.7.2. **(Added-ACC)** Units using pre-computed weight and balance forms should file them in this volume.

9.1.3.2.7.3. **(Added-ACC)** The following publications are appropriate for inclusion in Volume VI, if desired:

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202 V1	<i>Aircrew Training</i>
AFI 11-2 MDS-Specific V1	<i>Aircrew Training</i>
AFI 11-202 V2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2 MDS-Specific V2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202 V3	<i>General Flight Rules</i>
AFI 11-2 MDS-Specific V3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

Table 9.2. (ACC) Volume II Mandatory Publications.

PUBLICATION	TITLE
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AFI 11-205 (Note 1)	<i>Aircraft Cockpit and Formation Flight Signals</i>
AFI 11-209	<i>Air Force Participation in Aerial Events</i>
AFI 11-214	<i>Aircrew, Weapons Director, and Terminal Attack Controller Procedures for Air Operations</i>
AFI 11-215	<i>Flight Manuals Program (FMP)</i>
AFMAN 11-217V1	<i>Instrument Flight Procedures</i>
AFMAN 11-217V2	<i>Instrument Flight Procedures</i>
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>
AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>
AFI 11-301V1	<i>Aircrew Life Support (ALS) Program</i>
AFI 11-418	<i>Operations Supervision</i>
AFPAM 11-419	<i>G-Awareness for Aircrew (if applicable)</i>
AFI 13-201	<i>Air Force Airspace Management</i>
AFI 13-207 (FOUO) (Note 1)	<i>Preventing and Resisting Aircraft Piracy (Hijacking)</i>
AFI 16-1301	<i>Survival, Evasion, Resistance, and Escape (SERE) Program</i>
AFI 33-360	<i>Publications and Forms Management</i>
Allied Tactical Publication (ATP)-56(B) (Note 2)	<i>Air-to-Air Refueling</i>
<p>Note 1: Not required for MQ-1/MQ-9/RQ-4 units.</p> <p>Note 2: All units with an air refueling mission (tanker or receiver, fixed-wing or rotary) will post Part 1. In addition, units which conduct fixed wing air refueling operations will post Part 2 in addition to the following Part 5 LEP and Annexes: Z, ZA, ZB, ZE, and ZF. Finally, units that conduct rotary wing operations will post Part 3 (when released) in addition to Part 5 LEP and Annexes: Z, ZD, and ZF.</p>	

9.1.3.3. MAJCOMS may waive Volumes II-V requirements for special training units (i.e., Red Flag).

Table 9.3. (Added-ACC) Volume VI Appropriate Publications.

PUBLICATION	TITLE
1-1B-50	<i>Weight and Balance--USAF</i>
1 C-XX-5	<i>Basic Weight Checklist and Loading Data</i>
TO-00-20-5	<i>Aerospace Vehicle/Equipment Inspection and Documentation</i>

9.1.3.4. The FCIF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

- 9.1.3.4.1. If any part of the FCIF library is maintained electronically and not specifically addressed above, units will ensure that the information is current and accessible for concurrent viewing by multiple aircrew members.
- 9.1.3.4.2. At a minimum, units will maintain the required index and location of electronic files in the applicable binder in the FCIF library.
- 9.1.3.4.3. Documents will be made available for deployments.
- 9.1.3.4.4. Procedures for maintaining, updating and backup to prevent loss or corruption of the electronic data will be outlined in the unit supplement/addendum.
- 9.1.3.5. **(Added-ACC)** Until supplements are incorporated electronically, ensure appropriate Air Force/Field Guidance Memoranda are filed with parent publications IAW AFI 33-360.
- 9.1.4. **(Added-ACC)** FCIF messages from other MAJCOMs deemed applicable to units under ACC oversight will be categorized in two ways:
- 9.1.4.1. **(Added-ACC)** FCIF messages containing information that is applicable to addressed units and meets ACC Part B criteria. A statement of FCIF applicability and coordination should be contained in the message transmitted by other MAJCOMs. Otherwise, such messages will be retransmitted by ACC/A3TV with the necessary statement. These messages will be tracked by HQ ACC/A3TV and the applicable units as Part B messages. HQ ACC/A3TV will be responsible for the currency of these messages.
- 9.1.4.2. **(Added-ACC)** FCIF messages that do not contain the applicability statement. These messages contain information that may be applicable to addressed units, but does not meet FCIF Part B criteria. Units should treat the messages as information only. Units may include them in Part C if the dissemination of the information is deemed appropriate.
- 9.1.5. **(Added-ACC)** An FCIF will be maintained at deployed locations. A backup system will be made available for deployments that provide concurrent viewing by multiple aircrew members.

9.2. Flight Related Special Interest Item (SII).

- 9.2.1. Flight Related SIIs are items of emphasis of existing procedure(s) designed to mitigate or eliminate specific risks or trends. SIIs do not add to or amend established procedures. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.
- 9.2.2. SII(s) should normally be of limited duration (i.e. not to exceed 90 days) so as to maintain the focus. If the situation for which the SII was issued remains, consideration should be given to amending current procedures and issuing corrective action via a command message or FCIF.
- 9.2.3. SII(s) may be issued/rescinded from the MAJCOM, NAF or unit level.
- 9.2.4. MAJCOM/NAF SII(s) will be issued to applicable unit OGVs in a message format identifying the following elements: subject/title, unique DTG, specific MDS applicability,

references (document, SIB, etc) risk and trend details, specific emphasis actions to reduce/eliminate the risk or trend that is the SII topic, effective date of rescission, and SME/POC for further information.

9.2.5. Units will place all MAJCOM/NAF issued SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

9.2.6. All current flight-related MDS-Specific and CRM/ORM related SII(s) will be briefed during flight briefings for the duration of the SII(s). Mission related SII(s) need only be briefed on those missions for which the SII is relevant.

9.2.6.1. **(Added-SJAFB)** Units will place copies of all SIIs in each briefing room.

9.2.7. Current MAJCOM/NAF and unit issued SII(s) will be identified in Flight Crew Information Summary (FCIS) attachments. Units that do not publish a FCIS will maintain current SII(s) in Part B of their FCIF until rescinded.

9.3. Go/No-Go Procedures Units will establish a positive control system that ensures aircrew members have completed all ground training and stan/eval items required for flight.

9.3.1. As a minimum, the Go/No Go system will monitor:

9.3.1.1. The training items from AFI 11-202, Volume 1, required for flight.

9.3.1.2. The ground training items required for flight from the applicable AFI 11-2 MDS-Specific Volume 1.

9.3.1.3. The aircrew physical, physiological training, centrifuge training, egress training, and current Aeronautical Order items IAW AFI 11-421, *Aviation Resource Management*.

9.3.1.4. The stan/eval examination items required for flight from AFI 11-202, Volume 2/MAJCOM Supplement.

9.3.1.5. Any aircrew Duty Not Involving Flying (DNIF) status.

9.3.1.5. **(SJAFB)** An aircrew will be placed on DNIF status in PEX upon notification from Aerospace Medicine, or receipt of an AF Form 1042 indicating DNIF status.

9.3.1.5.1. **(Added-SJAFB)** Squadron ARMS personnel will log the DNIF aircrew information into the DNIF log, and place a copy of the AF Form 1042 in the DNIF log.

9.3.1.5.2. **(Added-SJAFB)** Aircrew will not be removed from DNIF status in PEX until notification of return-to-fly from Aerospace Medicine, or upon receipt of a return-to-fly AF Form 1042. The information will be logged into the DNIF log, and both AF Form 1042s may now be disposed of or saved IAW squadron policy.

9.3.1.6. Currency on all FCIF (Volume 1, Part B and C (**Note:** Part C is optional)) items.

9.3.1.6.1. **(Added-ACC)** An initial review and certification of all volumes will be accomplished prior to an individual's first flight. Assigned or attached aircrew members on extensive absence from flying (90 days or more) will accomplish a complete review of all volumes and recertification prior to flight.

9.3.2. Units will define and publish their positive control system in the unit supplement to this instruction.

9.3.3. **(Added-ACC)** Use the Go/No-Go procedures to document the review, certification, and acknowledgment of Volume 1 Part B information by assigned, attached, and visiting aircrew members. Volume 1 Part C may be monitored by using Go/No Go procedures at unit discretion. Units will utilize PEX for Go/No-Go to ensure verification that aircrews have acknowledged each applicable item. Backup Go/No-Go procedures will be maintained to permit Go/No-Go verification procedures when information system connectivity difficulties are experienced.

9.3.4. **(Added-ACC)** Units will designate person(s) to verify Go/No-Go status prior to releasing aircrew members for any scheduled mission.

9.3.4. **(SJAFB)** Operations Supervisors (Top-3) and the on-duty 1CO will verify that aircrew have completed all Go/No-Go items prior to issuing an aircraft tail number at crew-step.

9.3.4.1. **(Added-SJAFB)** The PEX Go/No-Go display will be the primary reference for reviewing Go/No-Go status. When issues arise w/ training events, the ARMS printout or SEPT sheet may be referenced to ensure that the aircrew has completed the required event.

9.3.4.2. **(Added-SJAFB)** At the beginning of each day, 1COs will print out a copy of the PEX Go/No-Go display for reference if connectivity with the PEX server becomes an issue. For verification, 1COs and Top-3 can reference ARMS source documents and the DNIF log.

9.3.4.3. **(Added-SJAFB)** For Visiting Aircrew, 1COs and Top-3 will ensure that a Visiting Aircrew Letter ([Attachment 16](#)) has been accomplished by the individual for verification of their Go/No-Go items.

9.3.5. **(Added-ACC) Flight Crew Publications.** Unit commanders are responsible for ensuring that aircrew members are aware of all information published in current technical orders and flight-related publications before participating in flight operations. Unit commanders will utilize notification through Part B of Volume I of the unit FCIF and Go/No Go procedures to ensure aircrew members review new changes and supplements prior to their next flight IAW AFI 11-215_ACC SUP 1.

9.4. Electronic Data Storage Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc. MAJCOMs will establish standards for archiving and inspection of electronic files. Units not in compliance will maintain hard-copy records as directed in this instruction.

9.5. (Added-SJAFB) Aircrew Flight Manuals Program. IAW AFI 11-215, OGV will designate a Group Flight Manual Control Officer/Technical Order Distribution Officer on its Functional Area Monitor Letter.

9.5.1. **(Added-SJAFB)** OGV will maintain the 4 OG/TODO account, and will be the POC for all Technical Orders for 4 OG units. 4 OG/OGV is the OPR for the 4 OG Aircrew Aid, AFI 11-202V2 SJAFB Supp, AFI 11-2F-15EV3 SJAFB Supp, and AFI 11-418 SJAFB Supp.

9.5.2. **(Added-SJAFB)** Each squadron will be responsible for requisition and distribution of all applicable flight manuals, and will appoint a Technical Order Distribution Assistant (TODA) responsible for maintaining their sub-account.

9.5.3. **(Added-SJAFFB)** Aircrew issued publications will be IAW AFI 11-2F-15EV2.

9.5.4. **(Added-SJAFFB)** Changes to aircrew required publications will be distributed via FCIF part B read-files. OGV will maintain a completely incorporated copy of T.O. 1F-15E-1 on the OGV CoP. IAW AFI 11-215_ACCSUPP, the aircrew issued T.O. 1F-15E-1 will be the electronic copy on the OGV CoP, available for downloading, writing to a CD, or printing upon request. If aircrew request a paper copy of T.O. 1F-15E-1, they are responsible for keeping it completely updated and current.

9.5.5. **(Added-SJAFFB)** OGV will maintain an electronic “pubs checker” on the OGV CoP.

9.6. (Added-SJAFFB) 847 Program. The goal of the 4 OG/OGV 847 program is to forward corrections and improvements to flight publications. 4 OG/OGV is considered the initiating Stan/Eval agency IAW AFI 11-215 for all AF Forms 847.

9.6.1. **(Added-SJAFFB)** Squadrons will ensure an adequate supply of blank AF Form 847s (the Neanderthal Version and the IMT Version) are available and displayed on the Stan/Eval board. In addition, Squadrons will post the most current 4 FW 847 Control Log on the Stan/Eval board (updated at a minimum of twice a year after each semi-annual SEB). The Neanderthal, IMT 847s and the 4 FW Control Log are available on the 4 OG/OGV CoP.

9.6.2. **(Added-SJAFFB)** DOVs will forward proposals to OGV in electronic IMT format and forward the original signed 847 to OGV for processing.

9.6.3. **(Added-SJAFFB)** OGV will create and maintain the sole control log for all 847s generated from the 4 FW (excluding any generated through Safety channels). OGV will maintain the original 847 until final disposition.

9.6.4. **(Added-SJAFFB)** OGV will review and forward all 847s to the OG/CC for review and approval. Once signed by the OG/CC, OGV will forward all 847s to 9AF/OV for approval by posting the IMT 847 on the ACC 847 CoP in the 9AF folder.

9.6.5. **(Added-SJAFFB)** Once the 847 has met final approval or disapproval, OGV will inform the originator and the originating squadron via email and close the 847 on the 4 FW control log.

9.7. Adopted Forms.

AF Form 702, *Individual Physiological Training Record*,

AF Form 847, *Recommendation for Change of Publication*,

AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*,

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*.

9.8. Prescribed Forms.

AF Form 8, *Certificate of Aircrew Qualification*;

AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*;

AF Form 942, *Record of Evaluation*;

AF Form 1381, *USAF Certification of Air Crew Training*;

AF Form 4348, *USAF Aircrew Certifications*;

ACC Form 8a, Flight Evaluation Checklist. May be used for in-flight evaluations and Emergency Procedures Evaluations (EPEs). The form may be overprinted with grading areas appropriate to the evaluation and printed on various color paper or card stock. Subareas and numbers associated with subareas must remain the same as those listed in the AFI 11-2MDS-Specific Volumes 2.

ACC Form 109, Flight Crews Information File Review. May be used to certify an aircrew member's knowledge of FCIF items when PEX is not working or unit is deployed and does not have access to PEX. It may also be used to document the receipt of technical orders/safety or operations supplements.

ACC Form 168, In-flight Supplementary Evaluation Record. May be used to record optional in-flight supplementary evaluations.

ACC Form 180, Temporary Flight Evaluation Certificate. May be used to temporarily record the results of flight evaluations and file in the Flight Evaluation Folder until the AF Form 8 is processed.

ACC Form 181, AF Form 8 Suspense Record. May be used to monitor suspense of AF Form 8.

ACC Form 190, Examination Answer Sheet. May be used to record responses to written examinations.

CARROL H. CHANDLER, Lt Gen, USAF
DCS, Air, Space & Information
Operations, Plans & Requirements

(ACC)

JOHN D. W. CORLEY, General, USAF
Commander

(SJAFB)

PATRICK J. DOHERTY, Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-ACC) AFJI 11-204 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), Operational Procedures for Aircraft Carrying Hazardous Materials

(Added-ACC) AFPAM 11-216 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), Air Navigation

(Added-ACC) AFMAN 11-217V1 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), Instrument Flight Procedures

(Added-ACC) AFMAN 11-217V2 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), Instrument Flight Procedures

(Added-ACC) AFPAM 11-419 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), G-Awareness for Aircrew

(Added-ACC) AFM 51-9 (paper only), Aircraft Performance

(Added-ACC) AFPAM 91-211 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), USAF Guide to Aviation Safety Investigation

(Added-ACC) AFI 11-202V2 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Aircrew Standardization/Evaluation Program*

(Added-ACC) AFI 11-202V3 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *General Flight Rules*

(Added-ACC) AFI 11-202V3_ACC SUP 1 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *General Flight Rules*

(Added-ACC) AFI 11-205 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Aircraft Cockpit and Information Flight Signals*

(Added-ACC) AFI 11-209 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Air Force Participation in Aerial Events*

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(Added-ACC) AFI 11-290 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>),
Cockpit/Crew Resource Management Training Program

(Added-ACC) AFI 11-290_ACC SUP (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Cockpit/Crew Resource Management Training Program*

(Added-ACC) AFI 11-2U-2V2 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *U-2--
Aircrew Evaluation Criteria*

(Added-ACC) AFI 11-301V1 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>),
Aircrew Life Support (ALS) Program

(Added-ACC) AFI 11-401_ACC SUP 1 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Flight Management*

(Added-ACC) AFI 11-402 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Aviation
and Parachutist Service, Aeronautical Ratings and Badges*

(Added-ACC) AFI 11-402_ACC SUP 1 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Aviation and Parachutist Service, Aeronautical
Ratings and Badges*

(Added-ACC) AFI 11-418 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Operations
Supervision*

(Added-ACC) AFI 13-201 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Air Force
Airspace Management*

(Added-ACC) AFI 13-201_ACC SUP 1), (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Air Force Airspace Management*

(Added-ACC) AFI 13-207_ACC SUP 1 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Preventing and Resisting Aircraft Piracy (Hijacking)*

(Added-ACC) AFI 13-212V1 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Range
Planning and Operations*

(Added-ACC) AFI 13-212V1_ACC SUP 1 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Range Planning and Operations*

(Added-ACC) AFI 13-212V2 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Range
Construction and Maintenance*

(Added-ACC) AFI 13-212V2_ACC SUP 1 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Range Construction and Maintenance*

(Added-ACC) AFI 13-212V3 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *Safe-
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Publications and Forms Management

(Added-ACC) AFI 91-202 (<http://www.e-publishing.af.mil/orgs.asp?type=pubs>), *The US
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 AFD 11-2, *Aircraft Rules and Procedures*, 14 Jan 2005
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 AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994
 AFI 90-201, *Inspector General Activities*, 22 Nov 2004
 AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005
 AFMAN 37-123, *Management of Records*, 31 Aug 1994
 (Added-ACC) FAA Handbook 7610.4, *FAA Regulations*
 (Added-ACC) FAR Part 1, *Definitions and Abbreviations*
 (Added-ACC) FAR Part 91, *General Operating and Flight Rules*
 (Added-ACC) FAR Part 93, *Special Air Traffic Rules and Airport Traffic Patterns*
 (Added-ACC) TO 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*
 (Added-ACC) TO 1 C-XX-5, *Basic Weight Checklist and Loading Data*
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Abbreviations and Acronyms

A3—Director of Operations
AE—Aeromedical Evacuation
AF—Air Force
AFSA—Air Force Flight Standards Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual

AFMC—Air Force Materiel Command
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
(Added-ACC) AFSC— Air Force Specialty Code
AGR—Active Guard and Reserve
(Added-ACC) ALO— Air Liaison Officer
ANG—Air National Guard
AO—aeronautical order
AR—air refueling
ARMS—Aviation Resource Management System
ART—Air Reserve Technician
AT—Air Technician
ATD—aircrew training device
BMC—Basic Mission Capable
(Added-ACC) BRI—Briefing Room Interactive
CAPs—Critical Action Procedures
CC—Commander
CCTS—Combat Crew Training Squadron
CEA—Career Enlisted Aviator
CMR—Combat Mission Ready
CRM—Cockpit/Crew Resource Management
CRO—Combat Rescue Officer
DNIF—duty not involving flying
DRU—direct reporting unit
(ACC) DRU— Direct Reporting Unit
EOC—end of course
EP—emergency procedures
EPE—emergency procedures evaluation
ETCA—Education and Training Course Announcement
(Added-ACC) FAC—Forward Air Control
FCIF—Flight Crew Information File
(Added-ACC) FE—Standardization Evaluation Flight Examiner

FEF—Flight Evaluation Folder

FLT—flight

FOA—field operating agency

FRF—Flight Record Folder

FT—flight test

FTU—Formal Training Unit

(Added-ACC) GSU— Geographically Separated Unit

(Added-ACC) GTAC— Ground Tactical Air Controller

HQ—headquarters

HHQ—higher headquarters

IAW—in accordance with

IMT—Information Management Tool (IAW AFI 33-360, the IMT designator is being phased out, but will continue to be used until all publications and forms bearing the IMT reference are updated. The IMT designator has been replaced by “Form” in this AFI.)

INIT—initial

INSTM—instrument

INSTR—instructor

(Added-ACC) LIMFAC—Limiting Factor

MAJCOM—Major Command

MDS—Mission Design Series

MFR—memorandum for record

MQF—master question file

MR—Mission Ready

MSN—mission

MTR—Military Training Route

N/A—not applicable

NAF—Numbered Air Force

NAS—National Airspace System

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

NMR—Non Mission Ready

N/N—no-notice

OCR—office of collateral responsibility

OG—Operations Group
OGV—Operations Group Standardization/Evaluation
OPR—office of primary responsibility
ORM—operational risk management
PCA—permanent change of assignment
PCS—permanent change of station
PJ—pararescue jumper
QUAL—qualification
Q—qualified
RQ—requalification
SAV—staff assistance visit
SEB—Standardization/Evaluation Board
SELO—Standardization/Evaluation Liaison Officer
SIM—simulator
SQB—secure question bank
SSAN—Social Security Account Number
STAN/EVAL—standardization/evaluation
TDY—temporary Duty
U—unqualified
USAF—United States Air Force

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended by a flight examiner to remedy deficiencies identified during an evaluation that must be completed by the due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to a flight examiner, supervisor or instructor to qualify as completed.

Aircrew—The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on aeronautical orders and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See AFD 11-4.

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

Air Technician (AT)—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

Certification—Procedure used to document competency in a particular task. Not interchangeable with “qualification,” which requires Form 8/8a documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

Debriefed Discrepancy—Remedial action taken by a flight examiner to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation. This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8/8a Comments.

Eligibility Period—The six-month period prior to the expiration date of an evaluation.

Emergency Procedures Evaluation (EPE)—A flight, aircrew training device or verbal evaluation used to evaluate emergency procedures and systems knowledge.

Evaluation—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

Education and Training Course Announcement (ETCA)—Air Force Database located at URL: <https://etca.randolph.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, Vol 1, *Training Development, Delivery, and Evaluation*.

(Added-ACC) FE Objectivity Evaluation—A FE Objectivity Evaluation is a flight/EPE/ATD evaluation administered to a lower echelon FE who is administering an evaluation.

Flight Crew Information File (FCIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be current and qualified in the events they evaluate (exception: SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners

assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM. *Senior Flight Examiners* are senior flying commanders – specifically, flying NAF/CCs and OG/CCs - that act in the capacity of flight examiners.

Ground Recheck—A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

Initial Evaluation—The first evaluation of any type for a crew position in an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

Instructor Evaluation—An evaluation that certifies and maintains instructor qualification of the examinee. Includes evaluations that initially qualify and requalify an aircrew member as an instructor in a MDS aircraft (i.e., INIT INSTR and RQ INSTR) as directed in AFI 11-2 MDS-Specific Volume 1.

Instrument Evaluation—Qualifies an aircrew member to operate in instrument meteorological conditions.

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFPD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation—Qualifies an aircrew member to employ the MDS of the unit in accomplishing the unit's operational mission.

No-Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Operations Group Commander (ANG/AFRC)—ANG/AFRC may use Air Operations Officer/ Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

(Added-ACC) PEX—Patriot Excalibur

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in applicable AFI 11-2 MDS-Specific Volume 1) or a recheck following a failed evaluation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete.

Recheck—A subsequent evaluation used to remedy a failed evaluation.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Specialized Aircrew—Flight Surgeons and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron stan/eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI 11-2 MDS-Specific Volume 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI 11-2 MDS-Specific Volume 1, or as determined by the squadron commander.

Supplementary Evaluation Program—Unit directed evaluation of unit activities other than the flight evaluations listed in this instruction (e.g., IRC, Radio Communications, Life Support, Aero Club).

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a stan/eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination. Universal Qualification also applies to Aeromedical Evacuation (AE) crewmembers. IAW AFI 11-2AE, Volume 2, AE crewmembers will maintain qualification in MAF aircraft and will accomplish a ground and flight phase evaluation with qualification documented as directed in the AE Vol 2 AFI.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Attachment 2

STAN/EVAL BOARD MINUTES

Note: The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
 - a. Manning. (Enter any stan/eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
 - b. Summary.
 - (1) Evaluations. Report EP and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2 MDS-Specific Volume 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
 - (a) Q-1s
 - (b) Q-2s
 - (c) Q-3s
 - (d) Total evaluations for each crew position
 - (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
 - (3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification (see **paragraph 5.2.6.3.**), preclude re-accomplishment of requisites (see **paragraph 5.2.16.**), extend recheck periods (see **paragraph 5.2.13.1.**), extend additional training periods (see **paragraph 5.2.12.2.5.**) and extend periods to re-accomplish examinations (see **paragraph 6.4.7.2.**).
 - (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - (5) Report progress toward achievement of no-notice requirements, if applicable.
 - c. Required Stan/Eval Program Inspections and Reviews (if applicable).
 - d. Aircrew Flight Publications Program. Review open AF Forms 847.

- e. Supplementary Evaluation Program. Report results of evaluations conducted.
 - f. MTR and Air Refueling Track Reviews (annotate date completed or “N/A” as applicable - see **paragraph 3.2.2.10.**).
- 3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal stan/eval inspections will be addressed and covered until they are closed out.
 - 4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
 - 5. Other: This is an optional paragraph that can be used as necessary.
 - 6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

- 1. Board Agenda
- 2. Flight Examiner Roster Reviewed
- 3. As Required

Attachment 3

SAMPLE AF FORMS 8

Figure A3.1. Commendable INSTM-QUAL.

CERTIFICATE OF AIRCREW QUALIFICATION						DATE COMPLETED 2 Feb 04	
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Brown, Steve L.				RANK Maj	SSAN 5234		ELIGIBILITY PERIOD May – Oct 03
ORGANIZATION AND LOCATION 66 FS, Homestead AFB, FL				AIRCRAFT/CREW POSITION F-16C/IP			
II. QUALIFICATION							
GROUND PHASE				FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK			DATE	
Open Book	16 Jan 04	98	INSTM/QUAL			23 Jan 04	
Closed Book	22 Jan 04	100					
CAPS	22 Jan 04	Q					
Instrument	17 Jan 04	100					
EPE	2 Feb 04	1					
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)			DATE ADDITIONAL TRAINING COMPLETED		
1		N/A			N/A		
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION			SIGNATURE		DATE
Jun 05							
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)			<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER John Q. White, Major	66 FS/DOS			X		
2	REVIEWING OFFICER Ron A. Bear, Lt Col	66 FS/DO					
3	FINAL APPROVING OFFICER George C. Scott, Lt Col	66 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE				SIGNATURE	
		Steve L. Brown, Maj					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. The examinee planned, briefed, led, instructed and debriefed this INSTM/QUAL 2-ship ACT mission to W-168. This mission consisted of a single ship takeoff, TOAD 2 departure, climbout, weapons system check, direct to W-168, G-warm up maneuver, fence check and Air to Air maneuvering. Return to base consisted of a battle damage check, radar vectors to Southwest Florida International for an enroute descent to the localizer RWY 6, missed approach, climbout and point to point navigation to the CAJUN IAF at Homestead ARB to the HI ILS RWY 5, penetration and approach, climb to high key for an SFO, low approach, followed by a closed pattern to a full stop landing. The examinee instructed on ILS instrument procedures, SFO and SADL avionics during the pre-flight briefing and during the post-flight debrief of the mission.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. The examinee's Flight Leadership during a complex ACT mission was commendable.</p> <p>The expiration date of the INSTM/QUAL evaluation documented on AF Form 8, dated 25 May 02 is extended to 30 Apr 04 per AF/XO waiver message, "Waiver of Minimum Aircrew Requirements", dated 15 Apr 03. Maj. Brown was deployed in support of OPERATION IRAQI FREEDOM until 1 Dec 04. All requisites may be completed within the extended eligibility period created by the extension of the expiration date.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.2. EQ-1 INSTM-QUAL.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 6 Oct 05		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Smith, George E.			RANK Capt	SSAN 6789	ELIGIBILITY PERIOD May – Oct 05		
ORGANIZATION AND LOCATION 123 FS, Davis-Monthan AFB, AZ			AIRCRAFT/CREW POSITION A/OA-10AMP				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
Open Book	16 Jul 05	98	INSTM/QUAL		23 Sep 05		
Closed Book	17 Jul 05	100					
Boldface	17 Jul 05	Q					
Instrument	5 Aug 05	100					
EPE	6 Oct 05	1					
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
1		N/A		N/A			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE	
Feb 07							
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input checked="" type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER John Q. White, Major		123 FS/DOW			X		
2 REVIEWING OFFICER Ron A. Bear, Lt Col		123 FS/DO					
3 FINAL APPROVING OFFICER George C. Scott, Lt Col		123 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
		George E. Smith, Capt					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>EXCEPTIONALLY QUALIFIED: Capt Smith was exceptional in his precise handling of the aircraft throughout the air-work and multiple instrument approaches.</p> <p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. The examinee planned and briefed this instrument/qualification evaluation to Tombstone MOA for BFM direct Libby AAF for no-flap PAR low approach/missed approach to a SSE ILS low approach/climbout, fix-to-fix navigation to Holding/TACAN penetration and nonprecision low approach at Davis-Monthan AFB to a closed pattern overhead full stop.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. None.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<hr/>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.3. Q-2 Two Sortie.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED			
				17 Dec 05			
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial)		RANK	SSAN	ELIGIBILITY PERIOD			
Johnson, John, O.		TSgt	9876	Jul – Dec 05			
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION				
301 RQS, Patrick AFB, FL			HH-60G/MG				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE			
Closed Book	26 Oct 05	95	MSN	9 Nov 05			
Open Book	29 Oct 05	94	MSN	17 Dec 05			
EPE	15 Nov 05	1					
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
2		28 Feb 06		11 Dec 05			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE	DATE		
May 07		STEPHEN C. SCHWARZ, SMSgt, 301RQS/DOT			14 Dec 05		
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Tim P. Smith, MSgt		920 OG/OGV			X		
2 REVIEWING OFFICER Joe M. Kakas, Maj		920 OG/OGV					
3 FINAL APPROVING OFFICER John T. Bass, Lt Col		301 RQS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
		John O. Johnson, TSgt					

AF Form 8 (Example)

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
RESTRICTIONS:	
<p>SUPERVISED STATUS. Examinee will not perform aircrew duties unsupervised until additional training is completed satisfactory.</p> <p>EXAMINER'S REMARKS:</p> <p>A. Mission Description.</p> <p><u>First Sortie.</u> Scheduled as a two-ship night tactical sortie with no weapons mounted and a three-man Pararescue team. Examinee performed alternate insertion/extraction (AIE) pre-flight and brief, aircraft interior inspection, and cabin configuration. The sortie was cancelled due to an aircraft flight control problem and no spare aircraft was available. Weapon preflight and all in-flight areas/sub-areas remain to be accomplished. The unit CC and DO were debriefed on the results.</p> <p style="text-align: center;">KEN R. HACKER, MSgt, USAFR 301 RQS/DOV</p> <p><u>Second Sortie.</u> Continuation evaluation was a two-ship night tactical sortie from Patrick AFB to Echo Range at Avon Park, FL. Examinee accomplished weapon preflight, in-flight arming, target acquisition, and de-arming procedures for the GAU-2. Threat reactions were accomplished enroute. Examinee completed a thirty-foot fast rope insertion followed by a fifteen-foot rope ladder extraction. Performed multiple takeoffs, approaches, gunnery patterns and PJ team options using terminal area tactics. Examinee demonstrated good safety, judgment, system knowledge, and attention to detail throughout the sortie. Other aircraft weapon systems (GAU-18 and M-240D) were evaluated verbally.</p> <p>B. Discrepancies.</p> <ol style="list-style-type: none"> 1. Ground. None. 2. Flight. (First Sortie) Area 5. Systems Knowledge – U. Examinee demonstrated unsatisfactory knowledge of aircraft operating limits, AIE equipment pre-flight, and AIE procedures. <p>C. Recommended Additional Training.</p> <ol style="list-style-type: none"> 1. Ground. None. 2. Flight. (First Sortie) Review with an instructor T.O. 1H-60(H)G-1 chapter 5, AFI 11-2HH-60v3 chapters 3 and 6, and AFTTP 3-3.24 chapter 5 and demonstrate a satisfactory level of knowledge and understanding. <p>D. Additional Comments. None.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p> <p>.</p>	
PRIVACY ACT STATEMENT	
<p>AUTHORITY: 10 USC 8013; EO 9397</p> <p>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification</p> <p>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.4. Q-3 QUAL-MSN.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 10 Jan 04			
I. EXAMINEE IDENTIFICATION								
NAME (Last, First, Middle Initial) Hightower, Thomas W.			RANK Maj		SSAN 3860			
ORGANIZATION AND LOCATION 123 BS, Barksdale AFB, LA			AIRCRAFT/CREW POSITION B-52H/IE		ELIGIBILITY PERIOD Aug 03 – Jan 04			
II. QUALIFICATION								
GROUND PHASE			FLIGHT PHASE					
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE			
Open Book	12 Sep 03	70/85	QUAL/MSN		19 Nov 03			
Closed Book	14 Oct 03	98						
Boldface	14 Oct 03	Q						
SIM ALQ T-4/EPE	8 Nov 03	3/1						
SIM INSTR ALQ T-4	21 Oct 03	1						
QUALIFICATION LEVEL		ADDITIONAL TRAINING						
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED				
MSN 1	QUAL 3	EPE: 28 Feb 04 FLT: 28 Feb 04		EPE: 7 Nov 03 FLT: 10 Jan 04				
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE		
MSN Apr 05	QUAL N/A	Mike B. Sultan, Maj 123 BS/DOT				11 Jan 04		
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)				
III. CERTIFICATION								
TYPED NAME AND RANK		ORGANIZATION		CHECK			SIGNATURE	DATE
				CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Joel S. Brown, Major		123 BS/DOT				X		
2 REVIEWING OFFICER John T. McDonald, Lt Col		123 BS/DO						
3 FINAL APPROVING OFFICER Robert W. Davis, Lt Col		123 BS/CC						
I CERTIFY that I have been briefed and understand the action being taken this date.								
DATE		TYPED NAME AND RANK OF EXAMINEE				SIGNATURE		
		Thomas W. Hightower, Maj						

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
RESTRICTION:	
<p>SUPERVISED STATUS. Maj Hightower will not perform aircrew duties unsupervised until a successful QUAL recheck has been accomplished.</p>	
EXAMINER'S REMARKS:	
<p>A. Mission Description. The examinee's mission consisted of a two-ship departure in the lead position, air refueling on AR-112W, Electronic Attack (EA) at Smoky Hill ANG Range, and transition at Barksdale AFB. The examinee performed three MUTES S-01 EA runs at Smoky Hill ANG Range. The examinee instructed the following areas in the ALQ T4: airborne, naval and land-based threat identification, countermeasures, and procedures.</p>	
B. Discrepancies.	
<p>1. Ground (EPE). (Date of Q-3: 21 Oct 03) Area 20. Boldface Emergency Procedures – U. The examinee performed Boldface out of sequence for Smoke In The Cockpit emergency procedure.</p>	
<p>2. Flight. Area 23. Safety – U. The examinee failed to install the Flight Safety Pins No. 1 in the Arming Levers before he left the ejection seat in-flight.</p>	
C. Recommended Additional Training.	
<p>1. Ground (EPE). Examinee will review all aspects of Smoke In The Cockpit emergency procedures, to include Boldface with an instructor. An EPE recheck must be accomplished prior to next flight.</p>	
<p>2. Flight. Review with an instructor T.O. 1B-52H-1, section one Escape Systems (Upward Ejection Seat) procedures to a satisfactory level of knowledge and understanding. Fly a mission demonstrating proper upward ejection seat safety procedures in accordance with the T.O. 1B-52H-1 to an instructor. Flight qualification recheck must be accomplished.</p>	
D. Additional Comments. None.	
Reviewing Officer's Remarks:	
Approving Officer's Remarks:	
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.5. Q-1 REQUAL.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED		
					16 Feb 04		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD		
Hightower, Thomas W.			Maj	3860	N/A		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION				
123 BS, Barksdale AFB, LA			B-52H/IE				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
			RQ QUAL		16 Feb 04		
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
1		N/A		N/A			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE	
Jul 05							
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Juan V. Rodriguez, Maj		123 BS/DOW			X		
2 REVIEWING OFFICER John T. McDonald, Lt Col		123 BS/DO					
3 FINAL APPROVING OFFICER Robert W. Davis, Lt Col		123 BS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND RANK OF EXAMINEE			SIGNATURE			
	Thomas W. Hightower, Maj						

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. This Requalification qualification evaluation was conducted as a single-bomber departure with air refueling on AR-112W, Electronic Attack (EA) at Smoky Hill ANG Range, and transition at Barksdale AFB. The examinee performed two MUTES M-06 EA runs at Smoky Hill ANG Range. Equipment operation was performed within technical order compliance.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. This Requalification evaluation was required to remedy a failed periodic qualification evaluation. This evaluation was debriefed with the 123 BS/DO.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.6. Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 11 Apr 05		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Flintstone, Fredrick B.			RANK TSgt	SSAN 6789	ELIGIBILITY PERIOD Dec 04 – May 05		
ORGANIZATION AND LOCATION 6 AS, Travis AFB, CA			AIRCRAFT/CREW POSITION C-5B/ML				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
Open Book	12 Jan 05	85	QUAL/MSN		6 Apr 05		
Closed Book	14 Jan 05	96	GROUND RECHECK		11 Apr 05		
Boldface	14 Jan 05	Q					
EPE	5 Apr 05	1					
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
3/1		31 Jul 05		9 Apr 05			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE	
Sep 06		John G. Smith, MSgt 6 AS/DOT				10 Apr 05	
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION		CHECK		SIGNATURE	DATE
				CONCUR	DO NOT CONCUR		
1 FLIGHT EXAMINER Randall S. Blacksmith, MSgt		6 AS/DOT				X	
2 REVIEWING OFFICER Kevin W. MacDill, Maj		14 AS/DO					
3 FINAL APPROVING OFFICER John R. Dallas, Lt Col		14 AS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
		Fredrick B. Flintstone, TSgt					

AF Form 8 (Example)

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>RESTRICTION:</p> <p>SUPERVISED STATUS. TSgt. Flintstone will not perform aircrew duties unsupervised until additional training and ground recheck has been accomplished.</p> <p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. The examinee's mission consisted of a channel mission Travis AFB – Elmendorf AFB – Travis AFB with 14 pallets of cargo and 26 passengers onboard.</p> <p>B. Discrepancies.</p> <ol style="list-style-type: none"> 1. Ground. None. 2. Flight. Area 14. Cargo Loading – U. The examinee failed to identify and then used a defective cargo tie-down chain. Evaluator intervened before takeoff. <p>C. Recommended Additional Training.</p> <ol style="list-style-type: none"> 1. Ground. Examinee will review and then successfully demonstrate to an instructor, the proper markings and the restrictions affecting the MA-7J4 tie-down chain. 2. Flight. None. <p>D. Additional Comments. Ground recheck successfully accomplished on 11 Apr 04. No further action required.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.7. Q-1 No-Notice SPOT.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED		
					2 Feb 05		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial)			RANK	SSAN	ELIGIBILITY PERIOD		
Magellan, James M.			Maj	1234	N/A		
ORGANIZATION AND LOCATION			AIRCRAFT/CREW POSITION				
88 SOS, Duke Field, FL			MC-130E/MN				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
			N/N SPOT		2 Feb 05		
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
1		N/A		N/A			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE	
N/A							
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Peter E. Pepper, Major		88 SOS/DO			X		
2 REVIEWING OFFICER Russell B. Block, Lt Col		717 OG/OGV					
3 FINAL APPROVING OFFICER Thomas O. Speaks, Lt Col		88 SOS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
		James M. Magellan, Maj					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. This was a No-Notice evaluation night mountainous mission profile on SR-119/101 in the left seat with multiple simulated threats and simulated equipment failures/EPs. Time On Target was accomplished to a simulated drop en-route with a zero second deviation. Airdrops performed were an actual HSLADS and CRS at Pino DZ (50/6 and 50/10) and SCAs were performed at Duke Field. All sub-areas were performed in an outstanding manner.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. None.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.8. Q-1 SPOT Ground.

CERTIFICATE OF AIRCREW QUALIFICATION						DATE COMPLETED 23 Jan 06	
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Flake, Ira M.				RANK SMSgt		SSAN 5432	
ORGANIZATION AND LOCATION 88 SOS, Duke Field, FL				AIRCRAFT/CREW POSITION MC-130E/MF		ELIGIBILITY PERIOD N/A	
II. QUALIFICATION							
GROUND PHASE				FLIGHT PHASE			
EXAMINATION/CHECK		DATE		GRADE		MISSION/CHECK	
SPOT		23 Jan 06		1			
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED		UNQUALIFIED		DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED	
1				N/A		N/A	
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE	
N/A							
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)				<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)	
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION		CHECK			SIGNATURE
				CONCUR	DO NOT CONCUR	REMARKS	
1	FLIGHT EXAMINER Paul Q. Jones, MSgt	AFSOC/A3V			X		
2	REVIEWING OFFICER Russell B. Block, Lt Col	717 OG/OGV					
3	FINAL APPROVING OFFICER Thomas O. Speaks, Lt Col	88 SOS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE				SIGNATURE	
		Ira M. Flake, SMSgt					

Figure A3.9. Flight Surgeon.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 23 Nov 05		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Cutter, Roger, T.			RANK Lt Col	SSAN 1234	ELIGIBILITY PERIOD Aug 05 - Jan 06		
ORGANIZATION AND LOCATION 99 FS, Shaw AFB, GA			AIRCRAFT/CREW POSITION ALL/FS				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
Open Book	23 Nov 05	85					
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
1		N/A		N/A			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE	
Apr 07							
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Walter P. Wright, Maj		99 FS/DOW					
2 REVIEWING OFFICER N/A							
3 FINAL APPROVING OFFICER Jack R. Hutter, Lt Col		99 FS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND RANK OF EXAMINEE				SIGNATURE		
	Roger T. Cutter, Lt Col						

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.10. AE QUAL-MSN.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 28 Jun 05		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Good, Johnnie B.			RANK TSgt	SSAN 9876	ELIGIBILITY PERIOD Apr - Sep 05		
ORGANIZATION AND LOCATION 459 AES, Andrews AFB, MD			AIRCRAFT/CREW POSITION KC-135R/IAM				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
Open Book	10 Jun 05	98	QUAL/MSN		28 Jun 05		
Closed Book	11 Jun 05	100					
Boldface	11 Jun 05	Q					
EPE	27 Jun 05	1					
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
1		N/A		N/A			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE	
Nov 06							
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER Orville L. Blake, SMSgt	459 AES/DOV			X		
2	REVIEWING OFFICER Deborah S. Jones, Lt Col	459 AES/DOV	X				
3	FINAL APPROVING OFFICER Dale L. Grey, Col	459 AES/CC	X				
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
		Johnnie B. Good, TSgt					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
EXAMINERS REMARKS:	
<p>A. Mission Description. This evaluation was administered on the KC-135R aircraft and meets the requirements for universal qualification on the: C-17, C-130 and KC-135. The evaluation was conducted with the examinee in the 3AET position on an Operational mission originating from Andrews AFB and terminating at Andrews AFB, with no enroute stops. Patient load was 4-4+0. Routine medical equipment was used in-flight. Instructor abilities were evaluated while examinee taught the ZOLL M-Series CCT, Monitor/Defibrillator. Col Dale Grey, 459 AES/CC, was debriefed.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. None.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<hr/>	
PRIVACY ACT STATEMENT	
AUTHORITY: 10 USC 8013; EO 9397	
PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification	
DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.	

Figure A3.11. AE Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 7 Jul 05		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Goodwind, Johnnie B.			RANK Maj	SSAN 4321	ELIGIBILITY PERIOD Apr – Sep 05		
ORGANIZATION AND LOCATION 43 AES, Pope AFB, NC			AIRCRAFT/CREW POSITION C-130H/MH				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
Open Book	10 Jun 05	98	QUAL/MSN		28 Jun 05		
Closed Book	11 Jun 05	100	GROUND RECHECK		7 Jul 05		
Boldface	11 Jun 05	Q					
EPE	27 Jun 05	1					
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
3/1		30 Sep 05		5 Jul 05			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE	
Dec 06		Billy D. Johnson, Capt 43 AES/DOV				5 Jul 05	
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER Orville L. Blake, Maj	43 AES/DOV			X		
2	REVIEWING OFFICER Deborah S. Jones, Lt Col	43 AES/DOV	X				
3	FINAL APPROVING OFFICER Dale L. Grey, Col	43 AES/CC	X				
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
		Johnnie B. Goodwind, Maj					

AF Form 8 CONTINUATION SHEET	
IV.	COMMENTS
RESTRICTION: SUPERVISED STATUS. Maj Goodwind will not perform aircrew duties until additional training and ground recheck have been accomplished.	
EXAMINER'S REMARKS: A. Mission Description. This evaluation was administered on the C-130H aircraft and meets the requirement for universal qualification on the: C-17, KC-135 and C-130. The evaluation was conducted with the examinee in the FN position on an Aeromedical Readiness Mission originating from Pope AFB and terminating at Pope AFB, with no enroute stops. Simulated Patient load was 4-4+0. Routine medical equipment was used inflight. Col Dale Grey, 43 AES/CC, was debriefed. B. Discrepancies. <ol style="list-style-type: none"> 1. Ground. None. 2. Flight. Area 24. Aircraft systems – U. The examinee failed to verbalize the location/access of the KC-135 electrical system. C. Recommended Additional Training. <ol style="list-style-type: none"> 1. Ground. None. 2. Flight. Examinee will review and verbalize with an instructor all aspects of the KC-135 electrical system related to AE. D. Additional Comments. Ground recheck successfully accomplished on 7 Jul 05. No further action required.	
Reviewing Officer's Remarks: Approving Officer's Remarks:	
<hr/> <p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A3.12. Commander-Directed Downgrade.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 2 Feb 06		
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Sauck, Jess I.			RANK Maj	SSAN 3669	ELIGIBILITY PERIOD N/A		
ORGANIZATION AND LOCATION 369 FS, Nellis AFB, NV			AIRCRAFT/CREW POSITION F-16C/FP				
II. QUALIFICATION							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
			INSTM/QUAL		19 Nov 05		
			MSN		19 Nov 05		
QUALIFICATION LEVEL		ADDITIONAL TRAINING					
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED			
	3	FLT: 28 Feb 06 GND: 28 Feb 06		14 Jan 06 2 Feb 06			
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, RANK AND ORGANIZATION		SIGNATURE		DATE	
N/A		Mike Q. Tees, Maj 369 FS/DOT				2 Feb 06	
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input checked="" type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION							
TYPED NAME AND RANK		ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	FLIGHT EXAMINER						
2	REVIEWING OFFICER						
3	FINAL APPROVING OFFICER Hugh G. Hammer, Lt Col	369 FS/CC			X		
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND RANK OF EXAMINEE			SIGNATURE		
		Jess I. Sauck, Maj					

AF FORM 8 CONTINUATION SHEET	
IV.	COMMENTS
<p>RESTRICTION(s): COMMANDER-DIRECTED DOWNGRADE, SUPERVISED STATUS: Maj Sauck will not perform aircrew duties until a successful INSTM/QUAL and MSN recheck have been accomplished.</p> <p>A. Narrative. This directed downgrade is for cause. Maj Sauck failed to follow written Air Force Instructions and range guidance, and he committed gross errors in judgment. Maj Sauck led a 4-ship formation to the Northern Ranges of the NTTR to conduct a CT 4v4 Opposed SAT mission against professional adversaries while carrying inert GBU-12 ordnance. During ingress, Maj Sauck unwittingly led his element well outside the western border of the range, ignoring multiple radio calls from GCI, Range Control and his adversaries. Furthermore, he violated air to air training rules by flying in the adversary's block without SA leading to a near mid-air collision. After the training rule and border violations, the adversaries attempted to knock off the fight, but Maj Sauck continued his planned attack. He misidentified his target and released inert ordnance onto a manned target in Range 71. There were no injuries to personnel on the ground. Finally, during RTB, Maj Sauck ignored an ATC directed altitude leading to another near mid-air collision with a separate recovering formation.</p> <p>B. Discrepancies.</p> <ol style="list-style-type: none"> 1. Ground. None. 2. Flight. Area 30, Airmanship -U. Examinee violated written Command and range guidance. Area 31, Safety -U. Examinee violated Command and range guidance placing adversary, range maintenance and recovering crews in extreme danger. Area 32, Aircrew Discipline-U. Examinee violated written Command and range guidance in situations described in the mission narrative. <p>C. Recommended Additional Training.</p> <ol style="list-style-type: none"> 1. Ground. Examinee requires separate flight lead, range, air to air training rules and target identification academics. Furthermore, he must conduct a 4v4 Opposed SAT mission in the simulator. 2. Flight. Examinee requires four training sorties: instruments, Day unopposed SAT as a wingman, Day SAT as an element lead, and Day SAT as a 4-ship flight lead. <p>D. Additional Comments. Upon completion of training, Examinee must successfully complete both an INSTM/QUAL and MSN evaluation for requalification in both respective areas.</p>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Attachment 4

SAMPLE AF FORMS 8A

Figure A4.1. Q1 (Universal) QUAL MSN.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)										DATE COMPLETED 17 Jan 06	
I. EXAMINEE IDENTIFICATION											
NAME (Last, first, Middle Initial) Hook, Michael R.						GRADE MSgt		SSAN 1001			
ORGANIZATION AND LOCATION 459 AES, Andrews AFB, MD						ELIGIBILITY PERIOD Sep 05 – Feb 06		EXPIRATION DATE Jun 07			
II. AIRCRAFT QUALIFICATION											
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL					
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL					
C-130H/IAM	Open Book	7 Dec 05	95	MSN	17 Jan 06	1					
C-130H/IAM	Closed Book	8 Dec 05	100								
C-130H/IAM	Boldface	8 Dec 05	Q								
C-130H/IAM	EPE	7 Jan 06	1								
UNIVERSAL QUALIFICATION AIRCRAFT											
C-130	C-141	KC-135									
ADDITIONAL TRAINING											
DUE DATE(S) N/A				DATE ADDITIONAL TRAINING COMPLETED N/A							
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE		DATE					
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)							
III. CERTIFICATION											
TYPED NAME AND GRADE		ORGANIZATION OFFICE SYMBOL		CHECK		SIGNATURE	DATE				
				CONCUR	DO NOT CONCUR			REMARKS			
1 FLIGHT EXAMINER OB L. Blake, SMSgt		459 AES/DOV				X					
2 REVIEWING OFFICER DJ S. Jones, Lt Col		459 AES/DOV									
3 FINAL APPROVING OFFICER DG L. Grey, Col		459 AES/CC									
I CERTIFY that I have been briefed and understand the action being taken this date.											
DATE		TYPED NAME AND GRADE OF EXAMINEE Michael R. Hook, MSgt			SIGNATURE						

Figure A4.2. Q3 (Universal) QUAL MSN Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)										DATE COMPLETED 7 Jul 05	
I. EXAMINEE IDENTIFICATION											
NAME (Last, first, Middle Initial) Goodwind, Johnnie B.						GRADE TSgt			SSAN 4321		
ORGANIZATION AND LOCATION 43 AES, Pope AFB, NC						ELIGIBILITY PERIOD Apr – Sep 05			EXPIRATION DATE Dec 06		
II. AIRCRAFT QUALIFICATION											
ACFT/CREW POSITION		GROUND PHASE			FLIGHT PHASE			QUAL			
		EXAM/CHECK	DATE	GRADE	MISSION/CHECK		DATE	QUAL LEVEL			
C-130H/MH		Open Book	10 Jun 05	98	MSN		20 Jun 05	3			
C-130H/MH		Closed Book	11 Jun 05	100	GROUND RECHECK		7 Jul 05	1			
C-130H/MH		Boldface	11 Jun 05	Q							
C-130H/MH		EPE	28 Jun 05	1							
UNIVERSAL QUALIFICATION AIRCRAFT											
C-130	C-17	C-141	KC-135								
ADDITIONAL TRAINING											
DUE DATE(S)						DATE ADDITIONAL TRAINING COMPLETED					
30 Sep 05						5 Jul 05					
CERTIFYING OFFICIAL, RANK AND ORGANIZATION Billy D. Johnson, Capt 43 AES/DOT						SIGNATURE				DATE 6 Jul 05	
<input checked="" type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)				<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)				<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)			
III. CERTIFICATION											
TYPED NAME AND GRADE		ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE				
			CONCUR	DO NOT CONCUR	REMARKS						
1 FLIGHT EXAMINER OB L. Blake, Maj		43 AES/DOV			X						
2 REVIEWING OFFICER DJ S. Jones, Lt Col		459 AES/DOV									
3 FINAL APPROVING OFFICER DG L. Grey, Col		459 AES/CC									
I CERTIFY that I have been briefed and understand the action being taken this date.											
DATE		TYPED NAME AND GRADE OF EXAMINEE Johnnie B. Goodwind, TSgt				SIGNATURE					

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
<p>RESTRICTION:</p> <p>SUPERVISED STATUS: TSgt Goodwind will not perform aircrew duties until additional training and ground recheck have been successfully accomplished.</p> <p>EXAMINERS REMARKS:</p> <p>A. Mission Description. This evaluation was administered onboard the C-130 aircraft. The evaluation was conducted with the examinee in the 2AET position on an Aeromedical Readiness Mission originating from Scott AFB and terminating at Scott AFB, with no enroute stops. Simulated Patient load was 4-4+0. Routine medical equipment was used in-flight.</p> <p>B. Discrepancies.</p> <ol style="list-style-type: none"> 1. Ground. None. 2. Flight. Area 24. Aircraft systems-U. The examinee failed to verbalize the location/access of the KC-135 electrical system. <p>C. Recommended Additional Training.</p> <ol style="list-style-type: none"> 1. Ground. Examinee will review and verbalize with an instructor to a satisfactory level of knowledge all aspects of the KC-135 electrical system related to AE. 2. Flight. None. <p>D. Additional Comments. Ground recheck successfully accomplished on 7 Jul 05. No further action required.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397</p> <p>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification</p> <p>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A4.3. REQUAL (Universal) QUAL MSN.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)							DATE COMPLETED 13 Jan 06	
I. EXAMINEE IDENTIFICATION								
NAME (Last, first, Middle Initial)					GRADE		SSAN	
Headwind, Ronda B.					Maj		5555	
ORGANIZATION AND LOCATION					ELIGIBILITY PERIOD		EXPIRATION DATE	
43 AES, Pope AFB, NC					N/A		Jun 07	
II. AIRCRAFT QUALIFICATION								
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE			QUAL	
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL		
C-17/MH				RQ MSN	13 Jan 06	1		
UNIVERSAL QUALIFICATION AIRCRAFT								
C-17								
ADDITIONAL TRAINING								
DUE DATE(S)				DATE ADDITIONAL TRAINING COMPLETED				
N/A				N/A				
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE			DATE	
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)			<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)			<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION								
TYPED NAME AND GRADE		ORGANIZATION OFFICE SYMBOL		CHECK			SIGNATURE	DATE
				CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER OB L. Blake, Maj		43 AES/DOV				X		
2 REVIEWING OFFICER DJ S. Jones, Lt Col		459 AES/DOV						
3 FINAL APPROVING OFFICER DG L. Grey, Col		459 AES/CC						
I CERTIFY that I have been briefed and understand the action being taken this date.								
DATE		TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE			
		Ronda B. Headwind, Maj						

AF FORM 8a CONTINUATION SHEET	
IV.	COMMENTS
<p>EXAMINERS REMARKS:</p> <p>A. Mission Description. This Requalification evaluation was administered onboard the C-17 aircraft. The evaluation was conducted with the examinee in the FN position on an Aeromedical Readiness Mission originating from Scott AFB and terminating at Scott AFB, with no enroute stops. Simulated Patient load was 4-4+0. Routine medical equipment was used in-flight.</p> <p>B. Discrepancies. None.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. None.</p> <p>Reviewing Officer's Remarks:</p> <p>Approving Officer's Remarks:</p>	
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>	

Figure A4.5. Q1 (Universal) Flight Surgeon Multi-MDS.

CERTIFICATE OF AIRCREW QUALIFICATION (MULTIPLE AIRCRAFT)							DATE COMPLETED 10 Aug 05	
I. EXAMINEE IDENTIFICATION								
NAME (Last, first, Middle Initial) Welby, Marcus T.					GRADE Maj		SSAN 2345	
ORGANIZATION AND LOCATION 524 FS, Canon AFB, NM					ELIGIBILITY PERIOD Jun - Nov 05		EXPIRATION DATE Jan 07	
II. AIRCRAFT QUALIFICATION								
ACFT/CREW POSITION	GROUND PHASE			FLIGHT PHASE		QUAL		
	EXAM/CHECK	DATE	GRADE	MISSION/CHECK	DATE	QUAL LEVEL		
ALL/FS	Open Book	10 Aug 05	100			1		
UNIVERSAL QUALIFICATION AIRCRAFT								
B-52	C-130	KC-135						
ADDITIONAL TRAINING								
DUE DATE(S)				DATE ADDITIONAL TRAINING COMPLETED				
N/A				N/A				
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE			DATE	
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)			<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Optional: Explain in Comments on Back)			<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
III. CERTIFICATION								
	TYPED NAME AND GRADE	ORGANIZATION OFFICE SYMBOL	CHECK			SIGNATURE	DATE	
			CONCUR	DO NOT CONCUR	REMARKS			
1	FLIGHT EXAMINER Robert B. Young, Capt	524 FS/DOV						
2	REVIEWING OFFICER							
3	FINAL APPROVING OFFICER Jack A. Marshall, Maj	524 FS/CC						
I CERTIFY that I have been briefed and understand the action being taken this date.								
DATE		TYPED NAME AND GRADE OF EXAMINEE Marcus T. Welby, Maj			SIGNATURE			

Attachment 5

SAMPLE AF FORM 942

Figure A5.1. Sample AF Form 942.

Attachment 6

SAMPLE AF FORM 1381

Figure A6.1. Sample AF Form 1381.

AF IMT1381 (Example)

Attachment 7

SAMPLE AF FORMS 4348

Figure A7.1. Initial Review.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL)		SSAN	ACFT	UNIT ORGANIZATION AND LOCATION		
Magellan, Ferdinand, R.		9999	MC-130H	15 SOS, Hurlburt AFB, FL		
CERTIFIED EVENT	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL ORGANIZATION
INSTRUCTOR						
Touch and Go Landing	25 Jun 97	Lt. Col. Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Capt. Joe Instructor, IP 8 SOS/DOT					<input type="checkbox"/>	
Drop Zone Controller (DZC)	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Capt Joe Instructor, IP 8 SOS/DOT					<input type="checkbox"/>	
Landing Zone Safety Officer (LZSO)	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Maj. Ira M. Pressive, EP 8 SOS/DOV					<input type="checkbox"/>	
I verify the above certification transcriptions to be accurate.	19 Apr 02	Steve Jones Lt. Col. Steve Jones 16 OG/OGV			<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; EO 9397
 PRINCIPAL PURPOSE: Source document used to record aircrew certification.
 DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.

AF Form 4348 (Example)

Figure A7.2. New Certification.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL)		SSAN	ACFT	UNIT ORGANIZATION AND LOCATION		
Magellan, Ferdinand, R.		9999	MC-130H	15 SOS, Hurlburt AFB, FL		
CERTIFIED EVENT	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL ORGANIZATION
INSTRUCTOR						
Touch and Go Landing	25 Jun 97	Lt. Col. Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Capt. Joe Instructor, IP 8 SOS/DOT					<input type="checkbox"/>	
Drop Zone Controller (DZC)	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Capt. Joe Instructor, IP 8 SOS/DOT					<input type="checkbox"/>	
Landing Zone Safety Officer (LZSO)	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Maj. Ira M. Pressive, EP 8 SOS/DOV					<input type="checkbox"/>	
Close Interval Operations/MP	18 Jul 03	Steve Starr Lt Col. Steve Starr 15 SOS/CC			<input type="checkbox"/>	
Maj. Pencil Head, IP 15 SOS/DOT					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; EO 9397
 PRINCIPAL PURPOSE: Source document used to record aircrew certification.
 DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.

AF Form 4348 (Example)

Figure A7.3. CC Decertification.

USAF AIRCREW CERTIFICATIONS						
THIS IS TO CERTIFY THAT						
NAME (LAST, FIRST, MIDDLE INITIAL)		SSAN	ACFT	UNIT ORGANIZATION AND LOCATION		
Magellan, Ferdinand, R.		9999	MC-130H	15 SOS, Hurlburt AFB, FL		
CERTIFIED EVENT	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION
INSTRUCTOR						
Touch and Go Landing	25 Jun 97	Lt Col. Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.		<input type="checkbox"/>	
Capt. Joe Instructor, IP 8 SOS/DOT					<input type="checkbox"/>	
Drop Zone Controller (DZC)	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.	16 Nov 04	<input checked="" type="checkbox"/>	Lt Col. Steve Starr 15 SOS/CC
Capt Joe Instructor, IP 8 SOS/DOT					<input type="checkbox"/>	
Landing Zone Safety Officer (LZSO)	20 Jul 98	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decertification & Recertification not required IAW AFI 11-202 Vol 2 AFSOC Sup 1.	16 Nov 04	<input checked="" type="checkbox"/>	Lt Col. Steve Starr 15 SOS/CC
Maj. Ira M. Pressive, EP 8 SOS/DOV					<input type="checkbox"/>	
Close Interval Operations/MP	18 Jul 03	Lt Col. Steve Starr 15 SOS/CC			<input type="checkbox"/>	
Maj. Pencil Head, IP 15 SOS/DOT					<input type="checkbox"/>	
FARP	15 Aug 03	Lt Col. Steve Starr 15 SOS/CC			<input type="checkbox"/>	
Capt. Roger Cuethree, EP 15 SOS/DOV					<input type="checkbox"/>	
Flight Examiner	28 Jan 05	Lt Col. Steve Starr 15 SOS/CC		30 Aug 05	<input type="checkbox"/>	Steve Starr Lt Col. Steve Starr 15 SOS/CC
Lt Col Robert Smart 15 SOS/DOV					<input checked="" type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; EO 9397
 PRINCIPAL PURPOSE: Source document used to record aircrew certification.
 DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.

AF Form 4348 (Example)

Attachment 8**FLIGHT CREW INFORMATION FILE TEMPLATE**

Note: The information below is an example of a template MAJCOMs may use when drafting an FCIF item.

FROM: HQ AFSOC HURLBURT FLD FL//A3V//

TO: 16 OG HURLBURT FLD FL//CC/OGV//

58 OG KIRTLAND AFB NM//DO/OGV//

106 OG GABRESKI APRT NY//CC/OGV//

INFO: HQ AFRC ROBINS AFB GA//A3/A3V//

NGB WASHINGTON DC//A3/A3OT//

HQ AETC RANDOLPH AFB TX//A3/A3FV//

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF item (if applicable)

REF A: Reference A is a location the FCIF reviewer can reference any other material, whether it is a message or another FCIF item, pertinent to the FCIF entry. If more than one reference is needed, use REF B, C, etc.

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, lists the MAJCOM(s) that will retransmit the FCIF item and those MAJCOMs for which the FCIF item is “for information only.”
2. Directive paragraph. FCIF authors will use this paragraph to give direction to aircrews regarding procedures or guidance. This information will be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the aircrews or any other amplifying data deemed necessary by the FCIF item author for aircrews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.

Attachment 9

RECOMMENDING CHANGES TO AF PUBLICATIONS

A9.1. General. The stan/eval function is responsible for the orderly and efficient processing of recommended changes to Air Force flying-related publications at each command level. Unless different guidance is provided by the appropriate AF publication OPR, submit recommended changes and improvements to Air Force publications on AF Form 847 according to the procedures below and in AFI 11-215, Attachment 3 (covering completion of the form). Submit recommended changes for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to typographical, printing or quality errors unless they cause misinterpretation. Such deficiencies can be remedied by direct communication with the AF publication OPR.

A9.2. Processing AF Forms 847.

A9.2.1. Submit and process all AF Forms 847 through MAJCOM channels as outlined in the MAJCOM supplement to this instruction, in accordance with routing as outlined in [Figure A9.1](#) and in compliance with instructions in AFI 11-215, Attachment 3. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility. Units will submit AF Forms 847 electronically to the maximum extent possible.

A9.2.1.1. **(Added-ACC)** AFRC units with a group Stan/Eval office will submit routine AF Forms 847 to 10 AF/ A3V. Emergency/SIB AF Forms 847 will be submitted directly to AFRC/A3VS and to other organizations as required by AFI 11-215, *USAF Flight Manuals Program (FMP)*.

A9.2.2. At each level the stan/eval function will document receipt of original AF Forms 847, ensure the AF Form 847 reaches the appropriate functional OPR at that level for review, forward approved original AF Forms 847 to the next command level while informing the preceding command level of disposition (positive and negative) with comments. The advent of electronic Forms 847 may allow each level to inform all levels below (including the originator) of such disposition. The goal is to keep each command level and the originator advised of the progress and disposition of a submitted AF Form 847.

A9.2.3. The parent MAJCOM of the originator will forward the reviewed original AF Form 847 to the AF publication OPR. Once the AF publication OPR decides on disposition of the AF Form 847, the AF publication OPR will notify the submitting, parent MAJCOM as to disposition. The parent MAJCOM will then inform the lower command levels of the disposition of the original AF Form 847.

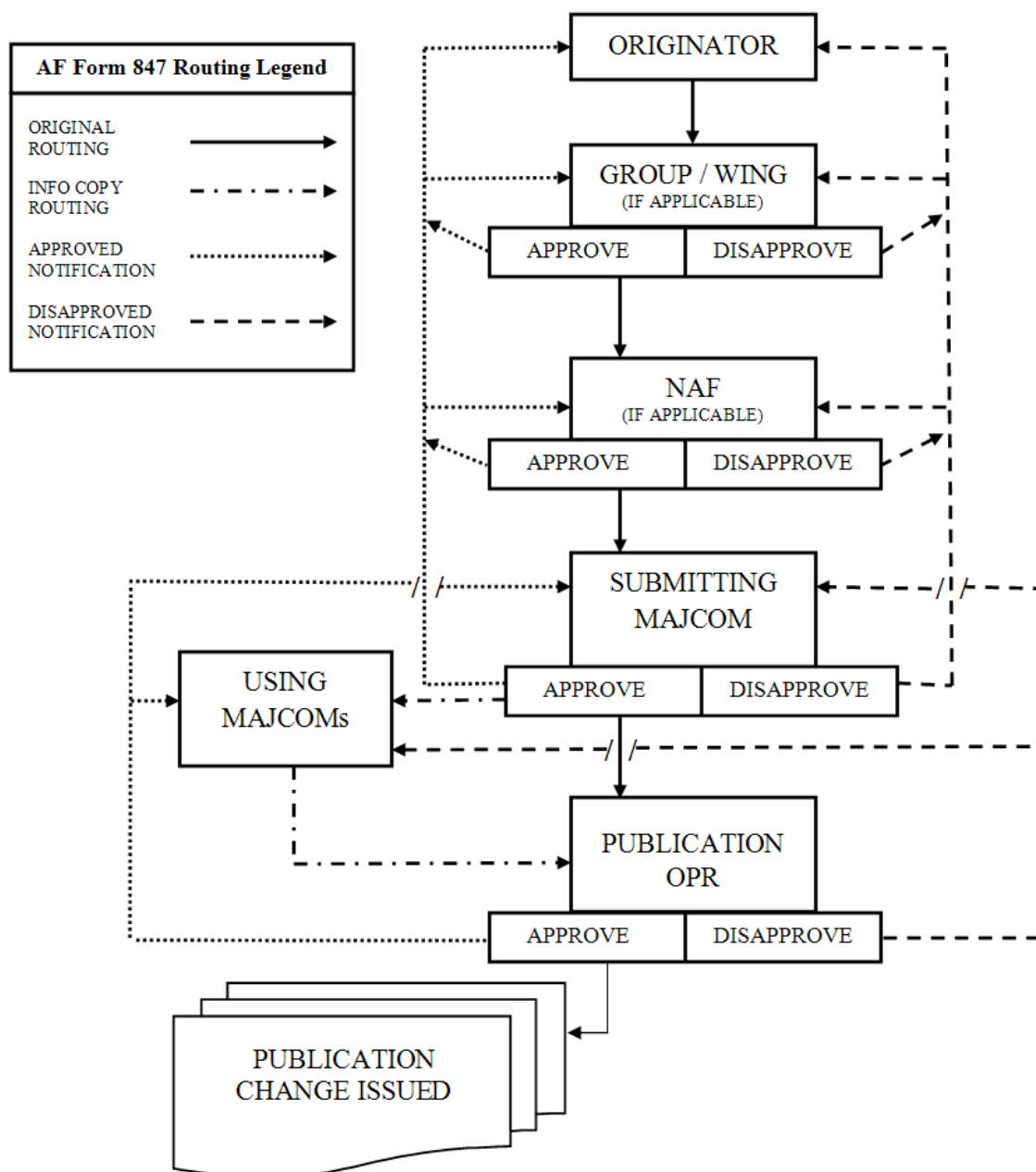
A9.2.4. The parent MAJCOM of the originator will simultaneously forward information copies of AF Forms 847 to all other MAJCOMs that utilize the subject AF publication. The other using MAJCOMs may forward comments on the information AF Form 847 suggestions to the AF publication OPR.

A9.2.5. An AF Form 847 may be disapproved by any command level reviewing the original AF Form 847. All disapproved recommendations will be returned to the submitting command level with justification annotated on the AF Form 847 stating the reason for the disapproval. Disapproved recommendations are not normally forwarded to other MAJCOMs,

but may be forwarded for additional considerations if desired. MAJCOMs may address how to resubmit an AF Form 847 disapproved at a command level below the AF publication OPR in their supplement to this instruction.

A9.2.6. The movement and disposition of the original AF Form 847 will be tracked by the stan/eval function at all command levels that review the original AF Form 847. There is no requirement to track receipt or disposition of information copies of an AF Form 847.

Figure A9.1. Routine AF Form 847 Publication Routing Process.



ATTACHMENT 10 (Added-ACC)

BRIEFING FACILITIES GUIDANCE

A10.1. (ACC) As a minimum, the following mission planning/briefing materials will be available in either the mission planning area or flight briefing rooms (specific location as determined by the unit). Items not applicable to unit MDS may be omitted.

A10.1.1. (ACC) Slide, View graph or Boards:

A10.1.1.1. (ACC) Airfield diagram:

A10.1.1.1.1. (ACC) Taxi routes.

A10.1.1.1.2. (ACC) Arm and de-arm areas.

A10.1.1.1.3. (ACC) Hot brake/Hydrazine areas.

A10.1.1.1.4. (ACC) Hot Gas/Hot Refueling/FARRP areas.

A10.1.1.1.5. (ACC) Hung ordinance/Unsafe gun area and procedures

A10.1.1.1.6. (ACC) Arresting gear locations.

A10.1.1.2. (ACC) Standard departure (if applicable).

A10.1.1.3. (ACC) Local Tanker/AAR/HAR procedures:

A10.1.1.3.1. (ACC) Director lights (KC-135/KC-10 as applicable).

A10.1.1.3.2. (ACC) Mandatory radio calls/visual signals.

A10.1.1.3.3. (ACC) Emergency procedures.

A10.1.1.4. (ACC) Charts depicting:

A10.1.1.4.1. (ACC) . Flight Charts (as applicable). Those charts as required to accomplish unit missions. Any classified material will be maintained in an appropriate location.

A10.1.1.4.2. (ACC) Most frequently used ranges.

A10.1.1.4.3. (ACC) Nuclear and conventional patterns.

A10.1.1.4.4. (ACC) Locally devised departure/ recovery routing, holding, pattern entry points, etc.

A10.1.1.5. (ACC) IFR departures.

A10.1.1.6. (ACC) Arrivals:

A10.1.1.6.1. (ACC) VFR entries and traffic patterns.

A10.1.1.6.2. (ACC) Hot/hung ordnance routes.

A10.1.1.7. (ACC) Wall/table mounted local area map depicting:

A10.1.1.7.1. (ACC) Local flying areas. (include MOAs and MTRs)

A10.1.1.7.2. (ACC) Class B/C/D airspace and areas of high-density civilian traffic.

A10.1.1.7.3. (ACC) Special Use Airspace. (reference FLIP AP/1A)

- A10.1.1.7.4. (ACC) Alternate airfields.
- A10.1.1.7.5. (ACC) Primary AAR/HAR tracks.
- A10.1.1.7.6. (ACC) Drop zone diagrams with current surveys
- A10.1.1.7.7. (ACC) Landing zone diagrams with current surveys
- A10.1.1.7.8. (ACC) Buffer zones.
- A10.1.1.7.9. (ACC) Controlled bailout area.
- A10.1.1.7.10. (ACC) Jettison area.
- A10.1.2. (ACC) Dry Erase Board (or equivalent).
- A10.1.3. (ACC) Range Photographs.
- A10.1.4. (ACC) A Briefing Book Containing necessary briefing information for all applicable missions.
- A10.1.5. (ACC) Publications:
 - A10.1.5.1. (ACC) Flight manual, checklist, and aircrew aid.
 - A10.1.5.2. (ACC) Aircrew Operational procedures.
 - A10.1.5.3. (ACC) Range procedures for the local range and supplemental information for other frequently used ranges.
 - A10.1.5.4. (ACC) DOD Flip Documents as required.
- A10.1.6. (ACC) A current posting of all current and applicable Special Interest Items.
- A10.1.7. (ACC) Mission playback equipment (if available and if applicable).
- A10.1.8. (ACC) Training rules.
- A10.1.9. (ACC) Mid-air collision avoidance information, Bird Air Strike Hazards (BASH), Bird Avoidance Model (BAM), or equivalent, and other factors as required by safety instructions.
- A10.1.10. (ACC) Other information, such as a blowup of mission data card or cockpit photographs of sufficient scale for use as briefing aids on switch settings, and so forth as deemed necessary by the unit.

NOTES:

1. For units using Briefing Room Interactive (BRI) or similar software, any of the above information may be maintained electronically. This includes the wall/table mounted local area map required by A10.1.1.7.
2. Forward Operating Location commanders may waive portions of the above requirements if aircrew briefing capabilities are degraded.
3. USAFADS/CC will determine the required briefing items and media for the Thunderbird briefing room.
4. Squadrons may maintain flight manuals and Flight Information Publications in close proximity to briefing rooms.

5. Units will maintain an effective backup capability (e.g. backup laptop computer, printouts of slides, and/or maps in a binder) in the event technical difficulties prevent aircrew from utilizing electronic versions.

6. Briefing room requirements for mission crew personnel are at the OG/CC discretion and will be addressed in the local procedures supplement.

A10.1.11. **(Added-SJAFB)** Briefing room binders with the following items in order:

Book 1A:	T.O. 1F-15E-1, AFI 11-2F-15EV3I
Book 1B:	T.O. 1F-15E-1-1
Book 2A:	T.O. 1F-15E-34-1-1
Book 2B:	T.O. 1F-15E-34-1-2
Book 3:	4 OG Aircrew Aid
	EP/Threat/Weapon of the day (Cross Reference if in BRI)
	4 OG Administrative Standards
	4 OG Employment Standards (SECRET) (Cross-Reference)
Book 4:	AFTTP 3-3 Vol F-15E (Cross Reference if in BRI)
	ACC F-15E Master Question File
	4 OG Local Area MQF
Book 5 FTU:	FTU Syllabi
	4 FW Training Almanac
Book 5 OPS:	Operations Syllabi
Book 6 FTU:	FTU Training Manuals

NOTES:

Operational Squadrons may have additional briefing room binders as required. Numbering will continue with Book 6.

7. Flight briefing rooms for all type aircraft will be well lighted and of adequate size to comfortably seat all flight members.

ATTACHMENT 11 (Added-ACC)**FE OBJECTIVITY EVALUATION GRADING CRITERIA**

A11.1. Instructions. The following grading criteria will be used by FEs when conducting FE Objectivity Evaluations. A grade of Q- with corrective training or a U in any area will require an overall rating of "3." Cumulative deviations will be considered when determining the overall rating of either "1" or "3."

Table A11.1. Criteria.

GRADE	GRADE CRITERIA
AREA 1--COMPLIANCE WITH STAN/EVAL DIRECTIVES	
Q	Complied with all directives pertaining to the administration of a flight evaluation.
Q-	Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.
U	Failed to comply with directives or allowed flight safety to be jeopardized.
AREA 2 -- FLIGHT EXAMINER'S BRIEFING	
Q	Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and flight examiner actions/position during the evaluation.
Q-	Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation.
U	Flight examiner failed to adequately brief the examinee.
AREA 3-- IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES	
Q	Identified all discrepancies and assigned proper area grade.
Q-	Most discrepancies were identified. Failed to assign Q-grade when appropriate. Assigned discrepancies for performance which was within standards.
U	Failed to identify discrepancies related to flight discipline or deviations which merited an unqualified grade. Assigned Q-grades which should have been U or assigned U grades for performance within standards.
AREA 4 -- ASSESSMENT OF OVERALL PERFORMANCE	
Q	Awarded the appropriate overall grade based on the examinee's performance.

Q-	Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.
U	Did not award a grade commensurate with overall performance.
AREA 5-- APPROPRIATE ASSIGNMENT OF ADDITIONAL TRAINING	
Q	Assigned proper additional training if warranted.
Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.
U	Failed to assign additional training when warranted.
AREA 6 -- MISSION CRITIQUE	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation. Debriefed all key mission events, providing instruction and references as required.
Q-	Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. Failed to debrief or adequately reconstruct all key mission events.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee. Did not debrief mission at all. Debriefed few or no key mission events.
AREA 7-- FLIGHT/EPE/ATD EVAL UATION DOCUMENTATION	
Q	Correctly completed all required documentation.
Q-	Minor errors in documentation which did not affect the validity of the evaluation.
U	Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.
AREA 8 -- BRIEFING THE SUPERVISOR ON THE EVALUATION	
Q	Thoroughly debriefed the examinee's supervisor.
Q-	Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.
U	Failed to debrief the examinee's supervisor on an unsatisfactory evaluation.
AREA 9 -- FE'S PERFORMANCE	
Q	FE performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Committed minor errors which did not detract from the examinee's performance.

U	Committed major errors disrupting the examinee's performance or preventing a thorough evaluation.
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ATTACHMENT 12 (Added-ACC)

UNIT SUPPLEMENT

A12.1. (ACC) Instructions. A complementary publication (supplement) will be used by units to issue separate, add-on, supporting guidance to that which is prescribed in AFI 11-202V2 and this supplement. OPRs must contact their host base or unit publishing activity for formatting guidance.

Attachment 13 (Added-SJAFB)

FLIGHT EXAMINER UPGRADE CHECKLIST

FLIGHT EXAMINER UPGRADE CHECKLIST		Page 1 of 1 OPR: 4 OG/OGV	
NAME:		RANK: SQD: 33_FS	
Total Flying Time: Hrs	UE:	Hrs	Instructor: Hrs
Previous Aircraft Types:		Previous fighter Flight Examiner: Y / N	
<i>FLIGHT EXAMINER UPGRADE</i>		DATE	INIT
1. Complete review of:			
1.1 AFI 11-401I			
1.2 AFI 11-202V2I			
1.3 AFI 11-2F-15EV2			
2. Interview with DOV Chief			
3. Interview with SQ/CC (Unit Stan/Eval Objectives)			
4. Interview with Chief OGV			
5. Observe/Administer MSN EPE w/ another Flight Examiner			
6. Observe Flight Evaluation administered by another Flight Examiner			
7. Flight Examiner Test (administered at OGV)			
8. Ensure upgrade to FE in Flight Records & MILPDS (OG/ASA office)			
9. Return completed checklist to Gradebook/Training Folder			
9.1 One Copy to OGV			
10. Ensure Letter of Xs updated prior to administering first evaluation			
11. First Evaluation Monitored by 4 OG/OGV			
11.1 FE Objectivity (SPOT) Check Form 8 Accomplished			

Attachment 14 (Added-SJAFB)

FLIGHT EXAMINER UPGRADE PROGRAM WAIVER

MEMORANDUM FOR 4 OG/OGV

Date

FROM: 33X FS/CC

SUBJECT: Waiver of Flight Examiner Upgrade Program for (Name/Rank)

1. IAW AFI11-202V2_ACCSUP_SEYMOURJOHNSONAFBSUP para. **4.2.5.1.2.** request name/rank's Flight Examiner Upgrade Program be modified. (Name) was previously a qualified Flight Examiner in the F-XX. He completed his original Flight Examiner Upgrade Program in (month/year). His upgrade will consist of items X, X and X of the Flight Examiner Upgrade Checklist.

2. AFI11-202V2_ACCSUP_SEYMOURJOHNSONAFBSUP para. **3.2.2.12.2.** and **4.2.5.1.2.** this individual received a Flight Examiner Objectivity Form 8 dated DD MMM YY. Request that the requirement for a 4 OG/OGV Objectivity Evaluation be waived.

3. A copy of this memo will be filed in 4 OG/OGV. If you have any questions regarding this memo, please contact or me at 722-XXXX.

//signed//

JEFFREY K. FAHNLANDER, Lt Col, USAF
33X FS/CC

1st Ind., 4OG/OGV

TO: 33x FS/CC

Approved

//signed//

WILLIAM E. MOREL III, Lt Col, USAF

4 OG/OGV

Attachment 15 (Added-SJAFB)

UNSATISFACTORY TESTING PERFORMANCE/ADDITIONAL TRAINING LETTER

MEMORANDUM FOR 33_FS/CC
4 OG/OGV

DATE_____

FROM: 33_FS/DOV

SUBJECT: Unsatisfactory Testing Performance/Additional Training Letter

1. _____ has demonstrated unsatisfactory testing performance as indicated or additional training required due to:

Testing:

1st Test Re-test score

Restriction:

() Closed Exam # / Score _____/_____

Must fly in supervised status

() Open Exam # / Score _____/_____

until successfully re-tested

() Periodic Exam # / Score _____/_____

Evaluation:

() Flight Evaluation/Area # _____

Must fly in supervised status

() EPE Evaluation/ Area # _____

until additional training complete

2. Examination re-test will not be administered prior to an adequate period of self-study, normally a minimum of one day. Until a successful re-test has been accomplished, the individual must fly in supervised status. Supervised status requirements are: Pilots require an IP in the element; WSOs require an instructor in the element. Squadron Commanders and Operations Officers can accomplish the required supervision (if not an instructor).

3. Exam Re-Test / Flight / EPE Additional Training complete by the end of the 3rd month after the date of the first failure (i.e. for an evaluation on 20 Jun 07, due NLT 30 Sep 07). **IF ADDITIONAL TRAINING IS ASSIGNED, THE OVERALL QUAL LEVEL ON THE EVALUATION CANNOT BE HIGHER THAN A Q-2.**

4. Additional Training required (write on the back if required):

FE/SELO

Additional Training Coordination:

Flt/CC

Ops Officer

DOV

IN TURN

5. _____ successfully re-accomplished their _____
test/additional training on _____. All restrictions resulting from aircrew's previous
performance are rescinded. Recommend the individual be taken off supervised status.

Instructor/Supervisor/SELO

Concur / Non-concur

Squadron Commander

*This letter goes in the individuals FEF until the Form 8 is complete.

Attachment 16 (Added-SJAFB)**VISITING AIRCREW CHECKLIST**

1. All visiting aircrew will provide the host squadron with the information listed below and accomplish all required prerequisites prior to their first flight. ARM personnel will complete this letter, then it will be signed by squadron Top 3 to verify the information.

NAME: _____ RANK: _____ CREW POSITION: _____
 ORGANIZATION: _____ SSAN: _____
 AIRCRAFT ASSIGNMENT AO: _____ ACTIVE AO: _____
 LOCAL AREA BRIEFING: DATE: _____ INITIALS: _____
 SEPT: DATE: _____ INITIALS: _____
 CRM DATE: _____
 FLIGHT PHYSICAL EXPIRATION DATE: _____
 PHYSIOLOGICAL TRAINING EXPIRATION DATE: _____
 EGRESS AND HANGING HARNESS DATE: _____
 SURVIVAL TRAINING DATE: _____
 LOCAL AREA SURVIVAL DATE: _____
 INST CHECK DATE: _____ MSN CHECK DATE: _____
 LAST PREC APP DATE: _____ LAST LANDING DATE: _____
 LAST ACBT SORTIE: DATE: _____
 LAST AAR EVENT DATE: _____
 LAST LOWAT EVENT DATE: _____

	Reviewed Through:	Date	Initials
FCIF			
SRF			

2. The host squadron maintains this letter for 30 days after the visiting aircrew departs. This Visiting Aircrew Currency letter contains Privacy Act information and is to be used for verification of required prerequisites only IAW AFI 37-132.

I certify that the above information is correct to the best of my knowledge.

 SIGNATURE OF TOP 3